



BUDGET

2021

City of Lowell, Arkansas

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Budget

Introduction

Budget Introduction

January 1, 2021

To: Citizens of Lowell
Lowell City Council

In accordance with Arkansas statutes the 2021 City of Lowell Budget has been prepared and submitted to the Lowell City Council for passage. Under Arkansas statutes for a Mayor – Council form of government, the Mayor on or before December 1 of each year “shall submit to the governing body of the city or town, for its approval or disapproval, a proposed budget for the operation of the city or town from January 1 to December 31 of the forthcoming year.”

2020 began like every other year with expenditures heavy in January on items such as property insurance and worker’s compensation that come due early in the budget year. City sales tax revenues hit all – time highs for the month in both January and February leading credence to the theory that the economic expansion in Northwest Arkansas would continue as usual throughout 2020. The 2020 Budget did not allow for any expansion of services and was thin on Capital, but was balanced even after meeting several challenges, such as a drop in grant funding for public safety services and an additional payroll that would fall during 2020. Then came March and a nationwide crisis developed that had not been experienced in over 100 years, the COVID – 19 pandemic. The stock market dropped into bear territory gyrating wildly from day to day, businesses closed, social distancing and wearing masks became the norm, and the economic engine that is America came to a grinding stop with no one escaping the economic damage. At the City of Lowell, a hiring freeze was implemented, travel and training was canceled, all spending not absolutely necessary for operations was curtailed, and the talk of furloughs for some personnel began. Projections for the coming expected drop in revenues were mapped out as the City gave thanks that it had planned ahead and had sufficient Reserves to weather the storm during 2020. Open access to City property, including parks, was curtailed, and open public meetings went on – line to avoid mass gatherings. Within the span of two weeks in early March operational procedures changed to a new normal. While many businesses had employees working remotely from home, the City’s workers are deemed essential and continued to work on – site.

Building Permit revenue plummeted by 41% and Court Fines and Fees revenue declined by 17% as construction slowed and the Court suspended proceedings for several sessions. Remarkably Business License revenue was up by 3.5% although Business Licenses are normally renewed in January and February of each year, or before the pandemic became widespread. An amazing thing happened with City sales tax revenue. After all – time highs in January and February, March, April, May, and June receipts came in at normal levels. Beginning with July’s receipts City sales tax revenues began to climb reaching an all time high with October’s revenue. The City ended the year with City Sales tax revenue 21% higher than collections during 2020. Overall General Fund Revenues came in 6% higher than 2020’s budgeted revenues which certainly was not the expectation during March 2020. The City was fortunate to receive a grant of \$290, 279 from the State of Arkansas to off – set unexpected expenditures caused by the COVID – 19 pandemic. Street Fund Revenues were considerably higher than usual due to Federal Funding of a street project, and expenditures were also much higher than usual due to expending those Federal Funds on the street project. The Utilities Fund experienced a significant drop in revenues due to a lack of a subsidy transfer from the General Fund. Un – needed reserves had built up in the Utilities Fund over several years and those reserve funds were utilized to balance the Utilities Fund for 2020.

Lowell’s cash position in the General Fund continued to improve during 2020, and the City has been able to maintain a one-million-dollar reserve in the General Fund. At that reserve level, the City meets the standard for reserve funds recently set by the Government Finance Officers Association. As presented, the 2021 Budget will likely not be able to add funds to the General Fund Project Reserve for upcoming needs of the City, thus no increase in reserves was factored into the 2021 Budget. Any increase in reserves will be due to an increase in revenues over what has been projected, or a decrease in expenditures from what has been projected for 2021, but if Sales tax revenue continues at the current level of collections reserve funds should expand during 2021. The cash position of the Street Fund will depend upon what street projects are undertaken during 2021. The cash position of the Utilities Fund will decrease during 2021 as built up reserve funds will be utilized for operations rather than transfers from the General Fund.

Budget Introduction

January 1, 2021

Included within the body of the 2021 Budget is a modest 2.5% wage increase for most staff. All increases in wages for the 2021 Budget year will be based on employee evaluations by the individual City Directors. Health insurance premiums will not be certain until renewal in May 2021, but projections are that they will hold steady. The City continues to solicit bids for Health coverage and explore both the employee's cost and the employer's cost to attempt to maintain a healthy balance. The numbers built into the 2021 Budget for Health Insurance are sufficient to withstand a small increase in premiums. Property and vehicle insurance costs are slightly up for 2021 due to the updating of the City's vehicle fleet in both the Fire and Police Departments. Worker's Compensation costs increased slightly due to increasing wages, and State Unemployment insurance premiums were increased with State - wide claims increasing due to COVID - 19. There were no new additions to personnel in the 2021 Budget, and payroll returned to the normal 26 payrolls for 2021. 2020 was that rare year when, due to the way the calendar fell, the City paid out 27 payrolls during the calendar year.

The 2021 Budget presented several unique challenges, but progress was made toward stabilizing revenues to meet the needs of the City over the next several years. Property taxes were raised by 1.4 mills for the Police and Fire Department retirement fund which should relieve the General Fund of that cost. Plans for the extension of a one cent sales tax were finalized with an election to be held in May 2021 for a one hundred eight-month (108) extension. The allocation of the one cent sales tax extension will be changed in the election from a 30% General Fund - 70% Street Fund split to a 50% General Fund - 50% Street Fund split which will better serve the City's needs. Should additional funding be needed in the Street Fund the General Fund is able to transfer funds to the Street Fund, but since the Street Fund is a Special Revenue Fund no Street Funds may be transferred to any other Fund. The SAFER grant that provided some funding for additional Firefighters will expire in February of 2021 and the full costs of wages and benefits for the twelve firefighters hired with the SAFER grant funding will become the responsibility of the City. Other items factored in during the 2021 Budget process were the costs of the 2021 sales tax election, and an additional audit on Federal Grant Funds that funded the South Dixieland expansion highway project and the SAFER grant during 2020. The City's yearly June weekend festival, Mudtown Days, was not funded for 2021 due to unknown factors related to large gatherings and the continuing COVID - 19 pandemic restrictions. Capital expenditures for 2021 has been limited to the replacement of heating and air conditioning units at City Hall that have aged out, the upgrading of network servers in the Information Technology Department, and the replacement of four (4) Police vehicles.

Lowell will continue to promote business growth, and several retail projects will make significant progress during 2021. As western Lowell develops retail projects will add to the City's biggest revenue source - Sales tax. Lowell's City Council will vote early in 2021 to extend a current Franchise Fee Revenue Bond Issue which will raise over \$4.5 million for the expansion of a sewer system over a large section of property in the Western part of town currently being serviced by septic tanks and the City's limited S.T.E.P. system.

My personal thanks go out to our staff for their hard work on the 2021 Budget. Understanding the need to control expenses is an essential part of remaining fiscally strong, and the staff has done a very good job in that regard for the 2021 Budget. 2020 was an interesting year with challenges that continue into 2021. I would also like to thank the Lowell City Council for its steadfast support for my administration and staff during these challenging times.

Best wishes for a safe and prosperous 2021,



Chris Moore, Mayor

City of Lowell, Arkansas

Lowell, incorporated in 1905, was originally a small community located along Old Wire Road named Bloomington. Bloomington was also known by early travelers as “Mudtown,” a name that has stuck with Lowell throughout the years. According to local legend, when the Butterfield Trail stagecoach stopped with passengers in the town of Bloomington, while the passengers refreshed themselves in the local tavern, the residents would water the dirt road sufficiently to get the stagecoach stuck in the mud. The passengers of the stagecoach were then “stuck” in Bloomington where they would have the opportunity to avail themselves to additional refreshments at the tavern, and perhaps a bed at the local hotel, until such time as the stagecoach could be pulled from the mud. Thus the nickname “Mudtown” was born. The enterprising “Mudtown” residents naturally blamed the muddy ruts in the roadway of Old Wire Road on the heavy lumber wagons that hauled lumber from the Van Winkle saw mill east of Rogers through Bloomington to the towns of Springdale and Fayetteville.

Old Wire Road was the main North-South commerce route in the region and was on the main line for the Butterfield Trail stagecoach. Bloomington businesses included a hotel, tavern, general store, and a blacksmith shop. Bloomington also was home to a school, a church, and a camping area for horse traders, but until 1881 there was no bank in town. That was probably a good thing for the town as the outlaw Jesse James was said to have spent one winter tucked away in the Bloomington Hotel, safe from Missouri lawmen.

Along with the bank opening up in 1881 the Frisco Railroad line was completed. The Frisco Railroad was built one mile west of Bloomington, and while the town folks talked about moving west to the railway, the business owners never decided to make the move. Little did it matter though, as several months after the completion of the railway a fierce storm blew through, and the town of Bloomington was no more. What little that was left of Bloomington did move west to the railroad and the little town of Lowell was placed on the map. While a small local railroad continues to operate to this day on the railway first put down for the Frisco Railroad, the main depot moved to Oklahoma and the railroad no longer has any real influence on the economy of Lowell or Northwest Arkansas.

Today Lowell has a population nearing 10,000 and is home office to American transportation giant J.B. Hunt that employs over 4,000 people in the home office. In 2018 J B Hunt completed a fourth four (4) story office building on its corporate campus in Lowell. Lowell is also the printing office and main distribution point for the northwest edition of the statewide newspaper, the Arkansas Democrat-Gazette. Shipping mogul Federal Express opened a 247,000 square foot distribution center in 2017, and Anheuser – Bush Inbev opened a 64,000 square foot distribution center for northwest Arkansas in 2018. A Travel Center covering 8.5 acres has opened offering much needed retail for the City, along with the opening of a 120,000-square foot appliance warehouse that offers both retail and wholesale sales. In December 2018 a local supermarket chain, Harp’s, opened a large supermarket on the west side of Lowell which has added greatly to the sales tax collections for Lowell. The little community of Lowell may have a small

population during the evening, but during the workday that population easily doubles the actual census population number due to the number of employees working at locations within the City. Exit 78 in Lowell on I – 49 is the most heavily used exit along the Fayetteville to Bella Vista interstate highway.

Major companies located in Lowell include:

Company	Product/Services
J.B. Hunt	Motor Freight Carrier
Federal Express	Shipping Distribution
Arvest Bank Operations Center	Banking
Wachter	Cabling/Telecommunications Services
Central States Manufacturing	Metal Building Components
Waste Management	Sanitation
Arkansas Democrat – Gazette	Newspaper Printing
BEI Electric, Inc.	Electrical Contractors
Advanced Environmental Recycling	Scrap Recycling
Tyson Employment Center	Human Resources Center
Zero Mountain	Cold Storage Facility

Lowell as a “bedroom community” is located “dead center” of the Benton County – Washington County Northwest Arkansas MSA with a total population of over 500,000, and counting. On average over 30 people move into the area each day. Benton County is the second largest county in the State of Arkansas with over 245,000 residents. With a cost of living index at 82.3 the Northwest Arkansas area is ranked well below the national average of 100. According to the Bureau of Economic Analysis of the U.S. Department of Commerce the 2014 per capita personal income of Northwest Arkansas was \$50,686, and the 10 – year average annual growth rate of per capita income was 3.35% compared to a national average of 2.2%. While Lowell, along with all Northwest Arkansas, experienced setbacks during the last recession, the economy remained stronger than the national average, and the recovery has been stronger than the national average.

Lowell continues to experience the same problems as every other city in Northwest Arkansas – the need for expansion of infrastructure in an expanding economy without sufficient current resources available to build the infrastructure now. The types of problems associated with growth are being overcome through strategic planning, partnerships, and the prudent utilization of the available resources.

Lowell at a Glance

Platted: 1881

Incorporated: August 14, 1905

Total Area: 9.28 square miles

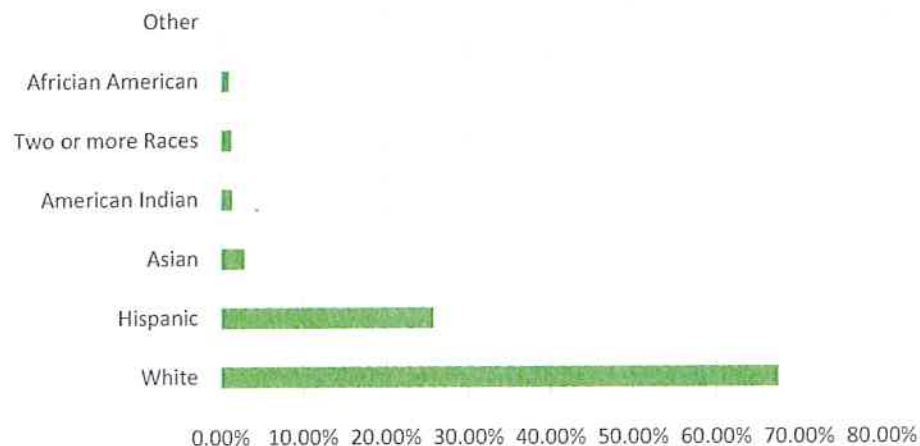
Elevation: 1,342 ft.

Zip Code: 72745

Density: 1,015/sq mile (2018 Estimated)

Population: 7,327 (2010 Census) Estimated 9,422 (2018)

Lowell Population Makeup



Males: 50.8%

Median Resident Age: 31.5 years

Females: 49.2%

Arkansas Median Age: 38.1 years

Lowell at a Glance

Income and Housing

Estimated median household income (2017): Lowell - \$67,047
Arkansas - \$45,869

Estimated per capita income (2017): \$27,271

Unemployment Rate (March 2019): Lowell – 2.5%
Arkansas – 3.4%

Estimated median house or condo value (2017): Lowell - \$162,450
Arkansas - \$128,500

Single -Family New House Construction Average Cost (2017): \$286,600

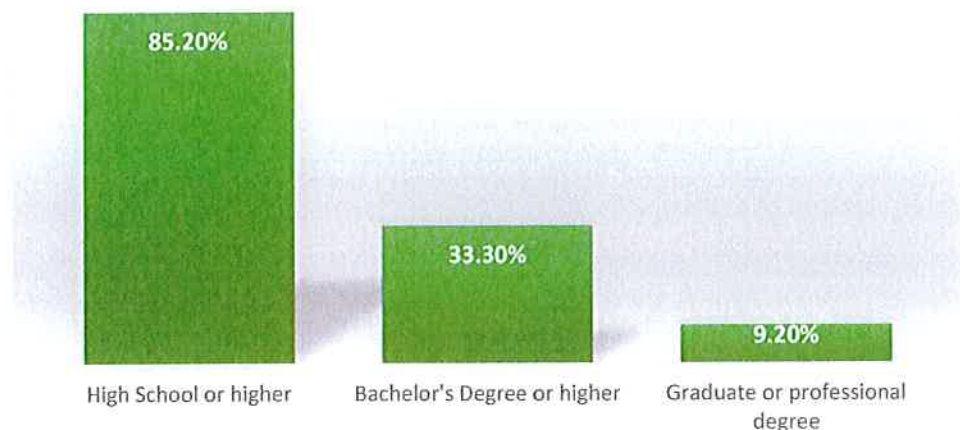
Median gross Rent (2017): \$816

Education

Rogers School District: Rogers High School
Rogers Heritage High School
Lowell Elementary School – Located in Lowell
Elza R. Tucker Elementary School – Located in Lowell
Grace Lutheran School – Private School

Colleges/Universities: Northwest Arkansas Community College – 7 miles North
University of Arkansas – 14 miles South
John Brown University – 24 miles West

Education Attainment



Lowell at a Glance

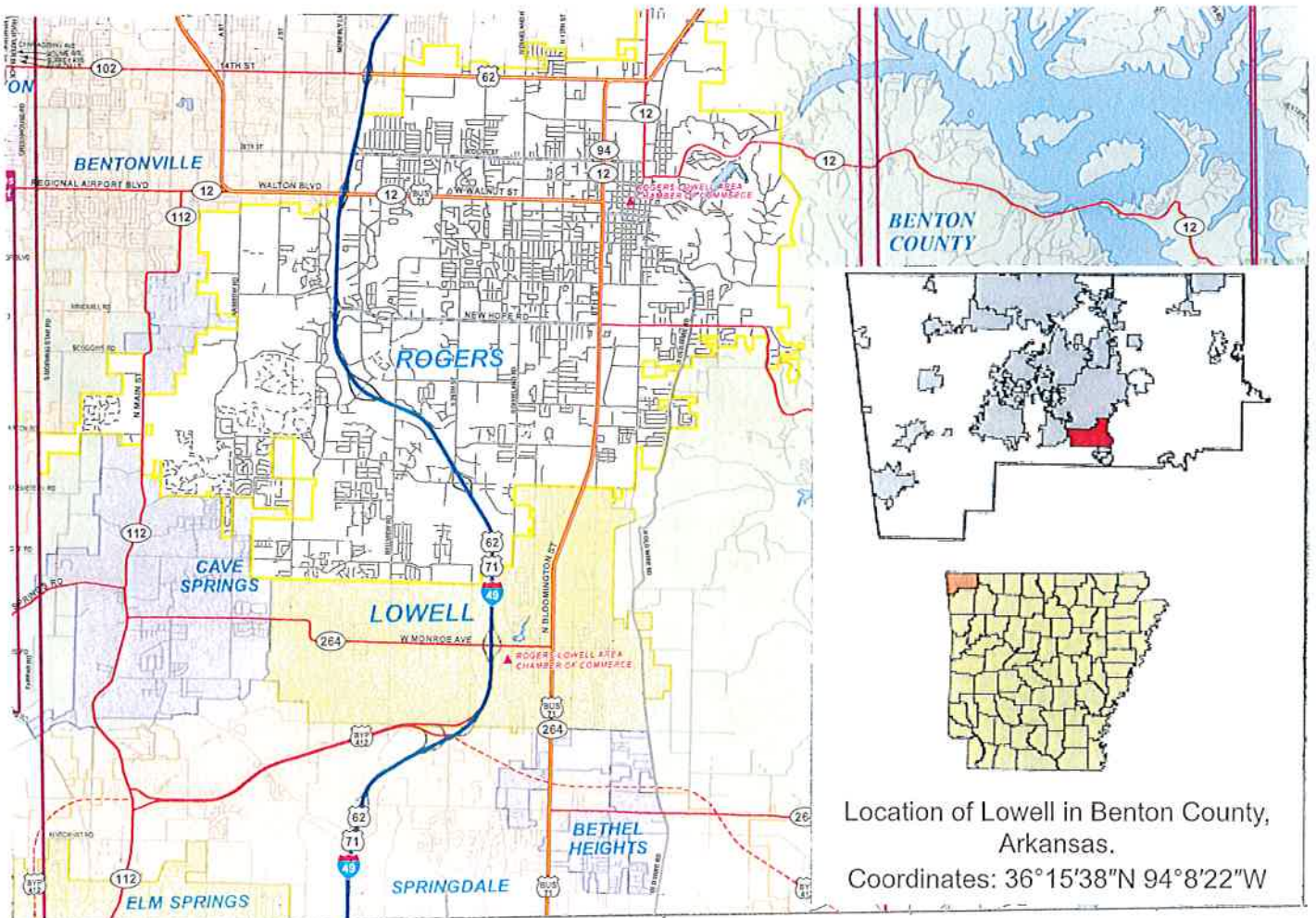
Nearest Cities:

Bethel Heights (1.6 miles)
Cave Springs (2.2 miles)
Rogers (2.2 miles)
Springdale (2.3 miles)

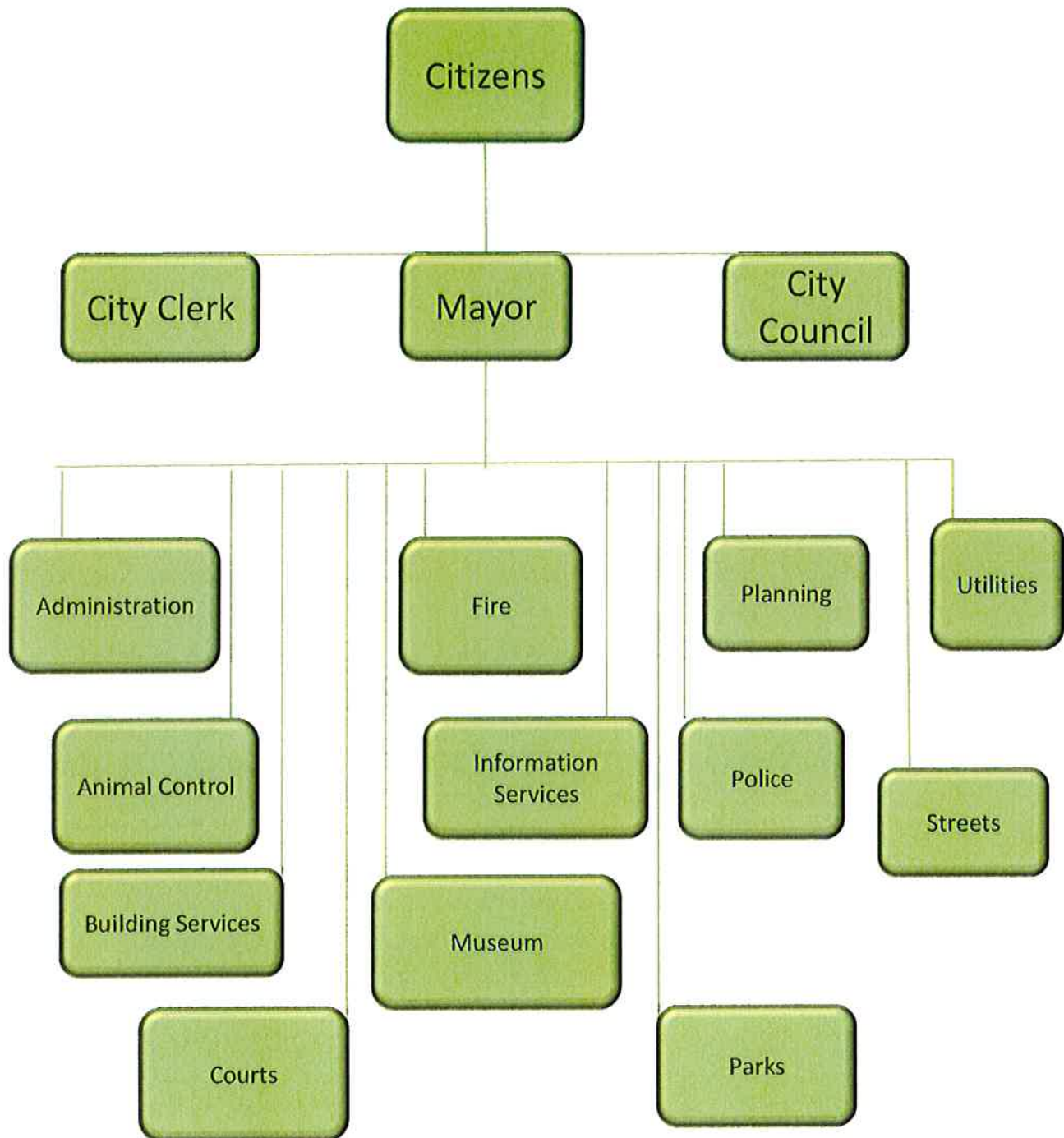
Elm Springs (2.4 miles)
Tontitown (2.9 miles)
Bentonville (2.9 miles)
Fayetteville (12.8 miles)

Nearest city with population 50,000+ : Rogers
Nearest city with population 200,000+ : Tulsa, OK
Nearest city with population 1,000,000+ : Dallas, TX

Northwest Arkansas National Airport : 14 miles



City of Lowell



2021 Lowell City Council

<u>NAME</u>	<u>WARD</u>	<u>POSITION</u>
Bill Adams	1	1
Chasity Taylor	1	2
Bethany Rosenbaum	2	1
Eric Schein	2	2
Kedell Stucki	3	1
Lisa DiGifford	3	2
Steve Whitehead	4	1
David Adams	4	2

2021 Lowell Elected Officials

<u>NAME</u>	<u>POSITION</u>
Chris Moore	Mayor
Elizabeth Estes	City Clerk/Treasurer

2021 Schedule of Key Personnel

<u>Position</u>	<u>Name</u>	<u>E - Mail</u>
Mayor*	Chris Moore	chris@lowellarkansas.gov
Assistant to the Mayor	Melanie Houston	mhouston@lowellarkansas.gov
City Clerk/Treasurer*	Elizabeth Estes	lestes@lowellarkansas.gov
Finance Director/HR	Jerry Hudlow	jhudlow@lowellarkansas.gov
Police Chief	Tim Kuth	tkuth@lowellarkansas.gov
Fire Chief	Peter Melnicki	pmelnicki@lowellarkansas.gov
Building Services Director	Nolan Jones III	njones@lowellarkansas.gov
Planning Director	Karen Davis	kdavis@lowellarkansas.gov
Parks Director	James Hendrix	jhendrix@lowellarkansas.gov
Street Director	James Hendrix	jhendrix@lowellarkansas.gov
Utilities (S.T.E.P.) Director	Rick Stone	rstone@lowellarkansas.gov

Telephone:

Administration	(479) 770 - 2185
Police Department	(479) 659 - 8888
Fire Department	(479) 770 - 0166
Courts	(479) 770 - 0166 ext. 625
Street Department	(479) 770 - 0166 ext. 627
Emergencies	911

*Denotes Elected Official

Budget

Overview

City of Lowell Strategic Goals

Provide vision, planning, and direction for future City growth:

- Plan for and promote economic development
- Continuous improvement to Master Street Plan
- Provide opportunities for input into growth planning process
- Assess utilization of City property to promote highest and best usage of property
- Plan for and prioritize infrastructure needs

Provide a community supported service system that meets both the public safety and lifestyle needs of the City's citizens:

- Target economic development designed to provide economic stability within the City
- Continue to plan the build out sequence and utilization of the City Parks system
- Maintain and explore expansion of the City Trails system

Provide service information to Citizens:

- Maintain informative City web site
- Provide opportunities for public input
- Provide an informative Budget document
- Provide Citywide newsletter to citizens

Provide City services in a responsible and cost effective manner:

- Produce balanced City Budget
- Maintain required level of City reserves
- Explore public – private partnerships
- Explore grant and award opportunities
- Maintain professional staff

Execute our servant duty with the highest ethical and professional standards:

- Adhere to City Financial Policies
- Produce a balanced budget each year
- Maintain required level of reserves
- Earn GFOA Distinguished Budget Award

At the City of Lowell all Departments, to some degree, participate in the accomplishment of all the Strategic Goals. In a small City, job duties and execution of the Strategic Goals often cross departmental lines, and require participation from all department leaders for successful implementation.

City of Lowell

Mission

To manage economic growth while providing for the safety, transportation, and quality of life needs of Lowell citizens in a fiscally responsible manner.

Goals

Manage Economic Growth:

- Enforce standards and inspect for quality construction,
- Hold to high aesthetic standards,
- Better utilize technology in implementation and planning,
- Regulate zoning for maximum highest and best usage of available property,

Safety:

- Continuous improvement in fire and ambulance response time,
- Quality of ambulance services,
- Safety of all citizens through utilization of crime suppression unit,
- Plan for new Police facility,

Transportation:

- Monitor priority of transportation projects,
- Adapt priority of transportation projects to changing conditions,
- Establish long – term funding sources,

Quality of Life:

- Build out of amenities at Kathleen Johnson Memorial Park,
- Promote Mudtown Festival,
- Establish unique area science complex,

Fiscally Responsible:

- Maintain balanced Budget,
- Maintain adequate reserves for emergencies and opportunities,
- Establish sustainable revenue sources.

City of Lowell: 2021

Strategic Goals	Goals	2021
Provide vision, planning, and direction for future City growth:	Manage Economic Growth Transportation	<ul style="list-style-type: none"> a. Pursue economic development efforts for City Growth b. Develop infrastructure plans and engineering for needed street improvements
Provide a community supported service system that meets both the public safety and lifestyle needs of the City's citizens:	Safety Quality of Life Transportation	<ul style="list-style-type: none"> a. Pursue economic development efforts for City growth b. Begin providing amenities for, and begin utilization of, Kathleen Johnson Memorial Pk. c. Purchase Police vehicles d. Expand Trail System e. Develop infrastructure plans and engineering for needed street improvements
Provide service information to citizens:	Transportation Fiscally Responsible	<ul style="list-style-type: none"> a. Approve and plan for sales tax extension election b. Produce balanced Budget for 2021 c. Continue citywide newsletter
Provide City services in a responsible and cost effective manner:	Fiscally Responsible	<ul style="list-style-type: none"> a. Produce Balanced Budget for 2021 b. Pursue economic development efforts for City growth c. Continue replacement program for heating and cooling units at City Hall d. Approve and plan for sales tax extension election
Execute our servant duty with the highest ethical and professional standards:	Manage Economic Growth Fiscally Responsible	<ul style="list-style-type: none"> a. Develop infrastructure plans and engineering for needed street improvements b. Produce balanced budget c. Pursue economic development efforts for City

City of Lowell

2021 Budget Guidelines

The leadership of the City of Lowell considered many factors as they set about the task of compiling the 2021 Budget. The City continues to use conservative projections for revenues, along with the utilization of actual historical expenditure numbers to produce an accurate budget that meets the needs of its citizens. Some of the short-term factors that went into the decision-making process for the 2021 Budget include:

- **General economic stability.** The City survived the 2020 COVID – 19 crises much better than first anticipated. Revenues overall were actually up for the year. Housing starts and sales remain strong in the Northwest Arkansas region along with a growing economy and low unemployment in the region. The City will continue its policy of producing a balanced budget and continue to retain sufficient reserves.
- **Revenues.** Sales tax collections were especially strong during the second half of 2020. The collection of sales taxes on internet sales, and individuals shopping closer to home due to the COVID – 19 crises can be attributed to this increase. Lowell's future depends upon its ability to continue to attract retail establishments in order to push sales tax collections higher. Plans submitted to Lowell's planning department show that during 2021 Lowell will continue to show growth in both residential housing and commercial development which will call for increased retail outlets and increasing retail sales to service this population growth. During 2021 the City will need to promote the extension of its one cent sales tax set to expire at the close of 2021.
- **Annual wage adjustment.** The City continues to reward productive staff with wage increases. The wage increases slated for 2021 is a 2.5% increase for all staff that meet the performance metrics set out by management. It is important to maintain the continuity of good staff members in order to best serve the citizens of Lowell, and given the low unemployment rate in Northwest Arkansas, a 2.5% increase in wages will increase the City's ability to retain good staff members.
- **Employee Benefits.** The City continues to strive to offer low cost health insurance for its staff. Controlling costs in the health insurance arena became increasingly difficult with the changes made by the Federal Government over the last few years. The City continues to explore ways to provide the low-cost health insurance that employees have enjoyed over the last few years and does not anticipate any increase to the employee's cost for insurance during 2021.
- **Public Safety.** The City added a second Fire Station on the west side of Lowell during 2018. This was made possible through a one - time donation of property and funds for the station, along with receiving a Federal grant for 75% of the wage and benefit costs of personnel at the station for the first two years of operation. During the third year, or 2020, the federal funding falls to 35% of wages and benefits. The 2021 Budget must consider the increased responsibility for the City concerning wages and benefits. The 2021 Budget must also consider an increased responsibility for required retirement plan payments for Police and Fire Department personnel. While the State of Arkansas partially funds the retirement, plan costs for Police and Fire personnel, the State's funding has declined in recent years increasing the cost to the City. The City increased millage rates specifically for funding Police and Fire retirement plans in late 2020 which will provide financial relief to the General Fund starting in 2022.

City of Lowell

2021 Budget Guidelines

- **Amenities.** The City is in the process of developing a 100-acre park property gifted to the City. The City has been awarded grant funding to develop trails within the park and is working with a large local foundation to provide additional funding to connect the park's trail with the Northwest Arkansas Greenway, which is a regional trail system. The 2021 Budget reflects the grant funding for the trail and the expenditure for the expansion of the trail within the park. Other amenities are planned for the park, but the build out of those amenities will be dependent upon funding sources.
- **Infrastructure.** Infrastructure needs, particularly street improvements, influenced the 2021 Budget. The City is in the process of engineering on the Monroe Street expansion, Bellview Road intersection, Robinson Road extension, and the Concord Road extension. The City will utilize current revenues for the engineering projects. The City's other major infrastructure need is in the area of water and sewer on the west side of Lowell. Much of the property on the west side of Lowell is rural in nature and still depends upon septic tanks for sewer service. As this rural property becomes commercial and business begins to locate in the western part of Lowell, sewer service becomes imperative if economic expansion is to continue in Lowell. The engineering for sewer service in western Lowell is currently underway and the City will explore funding the sewer projects in Western Lowell by extension of its Improvement Bond Issue. Estimates are that \$4.5 million can be raised by refunding and extending the Improvement Bond Issue currently set to expire in 2026.
- **Capital.** Capital items for 2021 will be limited. The Administration Building, or City Hall, is now over ten (10) years old and the heating and air conditioning units have experienced increasing maintenance issues. One unit was replaced in 2019 and one unit was replaced in 2020 at a cost of \$15,000 which was budgeted in the Administration Department budget. The plan is to replace one unit each year until all units have been replaced. As these units are replaced the City should realize energy efficiency and decreasing maintenance costs. The Information Technology Department has budgeted \$75,000 for replacement of outdated network servers in the 2021 Budget. The Police Department utilizes a rotation of replacement of Police vehicles each year at a cost of \$29,000 to \$40,000 for each vehicle depending upon the type of vehicle purchased and the equipment installed. \$192,950 is budgeted in the Police Department budget for 2021 for the replacement of five (5) vehicles. Partial funding for the purchase will come out of two Special Revenue Funds, the Warrant Service Fund and the Liability Insurance Fund, and that funding is listed under General Fund Revenues, Transfers – In. The remaining funding will come from current revenues in the 2021 Budget. The thought is that with a regular scheduled rotation of the Police fleet the Department should be able to hold maintenance costs steady. In today's world though, Police vehicles, like all vehicles, are increasingly becoming more complex to repair with a corresponding increase in costs when repairs are needed.

City of Lowell, Arkansas

Budget Process

The production of the annual budget is actually an on – going process. While goals for the budget, department requests for the budget, and formal discussions on the budget take place during the August to December timeframe, the budget is a fluid document that will experience change throughout the year. Each month detailed financial reports are provided to department heads, the Mayor, and the City Council in order to monitor the progress of goals adopted during the formal budgeting process. These detailed financial reports are also the basis on which the next budget cycle will be based.

During the formal production of the budget each year, held from the beginning of August until the adoption of the budget in December, staff, department heads, the Mayor, the Finance Director, the City Council, and citizens all find themselves involved in the process. A summary of that process is presented below beginning with the formal process that begins in August of each year.

August:

During the first weeks of August the Mayor and Finance Director will begin discussions on the revenue projections for the next year. Consideration is given to the state of the economy, historical trends, retail growth within the City, and many other factors that might have an effect on the revenues for the coming year. A conservative, yet rational, approach is taken when projecting revenues for the next year. The Mayor and Finance Director then set goals for human resource costs (wage and benefits) for the next year, and a meeting is held with all department heads in which historical budget files are distributed, along with information on goals selected for human resource costs.

September:

During September department heads submit their initial draft budget documents to the Finance Department where they are compiled into a single document. Basic and essential services for the City receive first priority for funding with additional personnel and capital requests being funded if surplus funds are available, and after approval of the Mayor. The initial budget document goes to the Finance Director and Mayor for review.

October:

Meetings with the Mayor and Finance Director are scheduled with each department head to discuss their initial budget proposal for their department. Department heads are given the opportunity to discuss how their department is progressing on the current year's programs and goals, increases and decreases in requests for funding in each line item for next year, personnel requests for the next year, and capital requests for the next year. Programs and service fees are discussed to insure a continued need for the program. Each department's initial budget submission will undergo a detailed review during the meeting to ensure that the amounts requested are justified based on history, trends, and plans for the upcoming year. Limited resources will demand that the department's budget submission remain reasonable and within the overall scope of goals as set out for the City in the new year.

After the meetings with all department heads are complete the changes discussed during the budget discussions are made and the budget document is compiled by the Finance Department. The Mayor and Finance Director meet to review the document as a whole and finalize which items will be recommended to the Council for approval and which will not. At this point the budget must meet the City's policy of producing a balanced budget and will not go forward until that goal is met. The proposed budget is then produced by the Finance Department and packaged for delivery to the City Council for review. Arkansas State law requires that the Mayor submit a budget to the Council on or before December 1 of each year.

November:

After the City Council has sufficient time to review the proposed budget document open meetings of the Finance committee are held in which department heads may answer any questions the Council may have concerning their proposal. The Council may ask questions, request information, receive input from citizens, and initiate changes in the document by a majority vote. After input from the Council is completed and a consensus is formed on the document's contents the Finance Department will compile a final version of the proposed budget. A resolution is written for adoption by the City Council and the document is presented at the next scheduled City Council meeting.

December:

State law requires that the budget be adopted on or before February 1 of each year. The City of Lowell will adopt its budget for the next fiscal year at the regularly scheduled Council meeting in December each year unless production allows adoption of the document in November. After adoption final publication takes place and copies are made available to all interested parties. The final adopted budget is then entered into the computerized financial accounting system.

January:

January 1 of each year the new budget begins and the prior year budget ends. Funds remaining in the old budget are not carried forward and may no longer be utilized but may be re-appropriated for usage by action of the City Council.

March:

Historical data is updated in the budget files for utilization in the next budget process.

Budget Adjustments:

Budget Adjustments may be made by Resolution at any scheduled meeting of the Lowell City Council. Amendments must be submitted by the department head, approved by the Mayor, and passed by a simple majority of the City Council

City of Lowell, Arkansas 2021

Budget Schedule

August 21, 2020	Department Worksheets released to Departments
September 18, 2020	Department Worksheets Completed and turned into Finance Department
September 28 – October 9, 2020	Department 2021 Budget discussions with Mayor and Finance Director
October 20, 2020	Preliminary 2021 Budget delivered to City Council
November 2 – November 16, 2020	2021 Budget discussions with City Council
November 17, 2020	City Council Meeting – 2021 Budget Adopted or
December 15, 2020	City Council Meeting – 2021 Budget Adopted

Balanced Budget

The City of Lowell is committed to producing a balanced Budget each year. The Budget for the City of Lowell will be considered balanced when current revenues are sufficient to meet the current expenditures without any reliance on the unreserved fund balance. Exceptions to the commitment of a balanced Budget each year may come about on large Street projects where reserve funds for that specific project are built up over several years, and then expended during the construction phase of the project. Current expenditures are considered to be current human resource expenditures, current operations and maintenance expenditures, and current capital items. Basic and essential services provided by the City will receive first priority for funding during the budget process while additional personnel and current capital items requested will be funded on a priority basis with current revenues funds remaining after funding basic and essential services. All budget appropriations expire at the end of the budget year, or December 31, and in cases where projects are incomplete at the end of the budget cycle funding must be encumbered or re – appropriated in the new budget year. Additional appropriations, or budget amendments, are permitted during the budget year through a resolution and approval of the City Council.

Long – Term capital projects for improvements or projects financed with long – term debt, or bonds, with the debt managed by an outside trustee will be excluded from the budgeting process. Long – term debt will be included in the annual audit process. Short – term debt managed by the City's finance department will be included in the budget process and appropriated just like other expenditures each year.

The budget process each year will include the three major funds. The General, Street, and Utilities Funds will utilize the modified cash basis of accounting and will end with the adoption of the budget through resolution by the City Council. Due to the unpredictable nature and restricted usage of the minor 17 funds utilized for specific purposes they are not a part of the budgeting process and adjustments are made to them on a year-end basis. Both major and minor funds are subject to an annual independent audit.

Basis of Accounting and Budgeting

Basis of Accounting:

The term “basis of accounting” refers to when revenues, expenditures, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically it relates to the timing of the measurements made. All governmental funds utilize a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are included on the Balance Sheet, while the operating statements of these funds present increases and decreases in net current assets.

All governmental fund types use the modified cash basis of accounting. Under the modified cash basis of accounting, revenues are recognized when received or available to finance the expenditures of the current period and expenditures are recognized when paid. The City of Lowell utilizes the Regulatory Basis of Accounting presentation as allowed by the State of Arkansas under Arkansas Code §10 – 4 – 412.

Basis of Budgeting:

At the beginning of the budgeting process each year the Finance Director projects revenues for the upcoming budget year. The annual operating budget balances operating expenditures, including current capital needs, with operating revenues for the year. The Budget for governmental funds, which includes the General, Street, and Utilities (S.T.E.P) Funds is based on the modified cash, or regulatory, basis where revenues are recognized when received or available to finance expenditures of the period and expenditures are recorded when paid.

Modifications specific to the City of Lowell to the modified cash basis of accounting are as follows:

- Sales tax revenues are recognized when received, which places these revenues two months behind the period in which the sale took place
- For projects spanning more than one year, the ability to expend expires with the expiration of the Budget year on December 31, and funds must be re-appropriated in the new budget year in order to continue the project, unless the project was funded during the budgeting process for the new year
- Inter –fund receivables and payables are recorded
- Liabilities for payroll withholdings are recorded when wages are paid
- The budget document and the audited financial statements utilize the regulatory basis of presentation allowed under the laws of the State of Arkansas rather than a GAAP presentation
- Debt service is recorded when paid

Financial

Policies

City of Lowell, Arkansas

Financial Policies

Resource Planning and Allocation:

The purpose of this policy is to establish procedures for resource planning and allocation of resources in accordance with the long – range goals established by the citizens and City Council.

1. The City budget will support the goals and policies of the Mayor, City Council and citizens of the City of Lowell. The City Council will adopt the long – range plans and service needs of the community. The Mayor and City Council have the responsibility and the legal authority for the adoption of City goals and policies to be accomplished through the annual budget. The City organization is committed to carrying out the adopted goals and policies through service delivery and application.

Funding for services should always consider if demand exists for maintaining a service or if funding should be utilized and allocated for other services.

2. The City will maintain financial systems which will develop budgets, provide control, and report revenues and expenditures at the line – item level.

Efficient utilization of public resources require that budget estimates be developed from a detailed level. This ensures that changes in the cost of individual line items are reflected and are neither over nor under estimated. Upon adoption, the line – item budget becomes the basis against which expenditure trends are measured. Spending control at the line – item level provides the ability to measure experience against expectation, and as the budget year progresses, allows department managers to identify positive and negative trends. The evaluation of these trends will then allow for more precise measurement of estimates of future budget needs.

3. Revenues, human resources, operating and capital expenditures, and any budgeted debt service will be projected each year.

Future revenues and expenditures will be projected annually on an aggregate basis looking beyond the current budget year. Based on the forecast, which should include consideration of various economic, service, and inflationary factors, the annual budget will attempt to portray what community plans can be supported. One of the essential attributes of these projections is the capability to project if a new program or project can be supported over the long – term.

Accounting and Financial Practices:

The purpose of this policy is to establish guidelines for which the City's financial reporting will be presented. This policy is applicable to all financial reporting and record keeping for the City.

1. The City will maintain an accounting and financial reporting system that conforms with generally accepted accounting principles and applicable State of Arkansas statutes, and will issue a comprehensive annual financial report (CAFR or audit report) each fiscal year. The City currently utilizes the regulatory presentation of its financial audit in accordance with the laws of the State of Arkansas. These standards are intended to assure that City funds are appropriately budgeted, recorded, and reported. The City utilizes the modified cash basis for both budgeting and audit purposes.
2. The City will manage its funds as independent financial entities in accordance with legal, administrative, and generally accepted accounting principles, and will ensure that one fund does not subsidize another fund. Transfers from the General Fund allocated in the budget process, and approved by the governing body, are to be allowed as budgeted.

The City's financial structure is composed of various funds; that is, self – balancing sets of accounts. Each fund is established as a result of statutory or administrative requirement. From a private – sector perspective, each fund could be considered a wholly – owned subsidiary of the City. Accordingly, each fund should be considered a separate business which must support all of the direct and indirect costs of operating services or capital maintenance and enhancement. The co – mingling of funds is generally prohibited by statute, administrative policy, and generally accepted accounting principles.

3. The General Fund will maintain an unrestricted fund balance in order to meet unanticipated requirements or opportunities during the budget year.

The budget is prepared prior to actual implementation. With the complexity of the organization and the dynamic environment in which the City provides services, it is not always possible to anticipate every expenditure requirement that will arise during the budget year. The City Council has established a requirement that the City maintain an unreserved fund balance of one million dollars (\$1,000,000) in order to meet emergency requirements necessary to maintain services, and/or to meet

unexpected opportunities as identified by the Mayor and/or Council. Should the unreserved fund balance fall below the one million dollar level, excess revenues are to be utilized to return the reserve to the one million dollar level.

4. With the exception of grants or earmarked donations the City will not normally earmark revenue for a specific purpose in general service funds such as the General Fund.

Earmarking or dedicating revenues can be a major deterrent to making the best utilization of available resources. Earmarking or dedicating revenues could force the City to spend funds in an area of lesser need, or no need, or to lose that source of revenue.

Revenue and Collection:

The purpose of this policy is to establish procedures for resource planning and allocation in accordance with the long range plans of the Mayor and City Council. This policy is applicable to all resource allocation and planning within the City.

COST RECOVERY

The City Council, with consultation from the Mayor and department managers, will establish cost recovery policies for fee – supported services which consider the relative public/private benefits received from the services being provided, and the desirability of providing services for specialized populations. These policies will determine the percentage of services costs to be recovered through fees. The level of cost recovery will periodically be reviewed to ensure that rates are current, equitable, competitive, and cover the percentage of the total cost deemed appropriate.

Many services provided by the City directly benefit individuals and not the community as a whole. These services include building permits, planning fees, recreational services, and many others. When services such as these are subsidized by the general taxpayer scarce resource dollars are unavailable for other City services. In these user – choice services, the customer has the opportunity to determine whether to use the service or not, with part of that decision being made through the normal pricing system. In some cases the City should consider recovering the full cost of providing the service, including both direct and indirect costs through a user fee or service charge. In some cases full cost recovery is not allowable because of statutory restrictions, and in other cases it may not be desirable due to social/community benefit reasons.

When developing user fees, or service charges it is important for the City to:

- A. Develop broad policies concerning the funding of services;
- B. Review all services to determine if a fee should be charged;

- C. Set fees that are comparable to other jurisdictions that recover the partial or full cost of providing the service;
- D. Consider the user's ability to pay and other social/community benefits of the service;
- E. Periodically evaluate the fee structure.

Lowell, like all cities in Arkansas, is heavily dependent upon sales tax revenues as its major revenue source; therefore, the City will pursue a long term economic strategy of attracting and maintaining retail trade organizations. The City will project revenues utilizing a conservative historical basis in order to consistently meet or exceed budgeted revenue projections. One – time revenue sources, such as grants and donations, must be appropriated before being expended, and will be removed from the expenditure line – item during the next budget process unless the funding is known to be re-occurring during the next budget year. Other one time revenue, unless specific utilization is required by law or is earmarked for a specific purpose by the grantee, or donor, will be placed in the General Fund unreserved balance. All revenue streams that are unpredictable will be considered on a very conservative historical basis.

Organization:

The purpose of this policy is to ensure the proper organizational structure to carry out the goals and policies adopted by the City Council.

The Mayor, as the CEO of the City, maintains the responsibility to review the organizational structure to assure that it is responsive to current conditions and minimizes service duplication within the organization and with other local governmental jurisdictions. As the community and the organization grow the City must continually examine its structure to ensure maximum efficiency and response to changes in its operating environment. Areas of duplication should be eliminated and delivery of service should be coordinated with other jurisdictions to ensure the most efficient and effective utilization of public resources.

Authorized Signatures:

The purpose of this policy is to outline the positions authorized to act on the City's behalf for the signature on checks and wire transfers. This policy is applicable for the signing of all checks and wire transfers for the City of Lowell.

The Mayor, Mayor's assistant, and Finance Director are authorized to sign checks on behalf of the City of Lowell. Each check will require that two out of the three authorized signatures appear in order to be valid. Currently manual signatures are being utilized by two out of the three authorized signatures. ACH transfers for payment of payroll, payroll liabilities, and tax liabilities are authorized by the Finance Director, or an authorized designee.

Investments:

The purpose of this policy is to establish investment guidelines. This policy is applicable to all available cash for the City of Lowell.

1. Investment Objectives

When making investments, the City will follow state statutes and local investment guidelines, and will abide by the following criteria in priority order:

- A. Preservation of capital
- B. Maintenance of a liquid position
- C. Maximum yield.

The primary objective of the City's investment activities is the preservation of capital.

As a municipality the City cannot make investments for the purpose of trading or speculation, such as anticipating an appreciation of capital value through changes in market interest rates. The City will not assume unreasonable investment risk in order to obtain current income. The City will diversify its investments, as allowed by law, to avoid incurring unreasonable and avoidable risks regarding individual financial institutions.

The City's investment portfolio should remain sufficiently liquid to enable the City to meet all operating, capital, and debt service requirements which might reasonably be anticipated. The need for investment liquidity may be tempered by the City's ability to issue bonds or obtain short term financing as allowed by State of Arkansas statutes.

In managing its investment portfolio, the City is specifically limited to those investments authorized by the statutes of the State of Arkansas. Investment of any tax – exempt borrowing proceeds and of any debt service funds will comply with the arbitrage restrictions of Section 148 of the Internal Revenue Code.

2. Investment Maturities

To the extent possible the City will attempt to match its investments to anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in instruments with maturities greater than thirty months. With the approval of the City Council and Mayor, the City will be permitted to invest in securities maturing in not more than three years if the investment is related to a specific cash flow requirement or particular capital project. The City recognizes that unnecessary liquidity may adversely affect the return earned on its investment portfolio, while also realizing a lack of liquidity could lead to cash flow problems.

3. Time Certificates of Deposit

The City will invest excess cash in time certificates of deposit in accordance with State of Arkansas statutes. Deposits may be placed in a single institution or spread among several institutions depending upon the City's needs, the ability to preserve capital, and to maximize the rate of return. The City will not normally deposit in any one institution more than 25% of its general deposits. Interest rate spreads and the inability to obtain sufficient bid offerings from institutions may require that the investment of funds exceed the 25% threshold for short periods of time. The City will also favor placing deposits in institutions located in the City of Lowell all other factors being equal. The Finance Director will be responsible for insuring that the institution furnishes the security for the deposits as outlined in Arkansas statutes.

4. Competitive Selection

The Finance Director, or authorized designee, will obtain quotes before placing funds in an investment instrument. Considerations will include rate of return, maturity requested, strength of the financial institution, and location of the financial institution.

5. Accounting Method

Investments will be carried at book value unless otherwise required to be held at fair market value (FMV). Gains or losses will be credited or charged to investment income at the time of sale.

6. Cash Management

The Finance Director will maximize the City's investment income by monitoring cash balances. Excess cash will be invested.

7. Reporting Requirements

The Finance Director will maintain and provide the Mayor and City Council with reports on investment holdings.

8. Authority and Control

The Finance Director will act only upon such authority as is provided for within this policy, state statute, and by authorization of the Mayor and City Council.

9. Indemnity Clause

The City will indemnify staff from losses that may occur in the administration of this investment policy. City staff should utilize the “prudent person” rule in making investment decisions on behalf of the City. The Finance Director will be bonded in an amount deemed sufficient by state statute.

Debt:

The purpose of this policy is to establish debt issuance guidelines. This policy is applicable to all debt issued by the City of Lowell. Debt managed by a trustee will be excluded from current revenues and current expenditures for budgeting purposes, and will be recorded in restricted bonds funds specific to that Bond.

1. Bond Rating

The City will seek to maintain, and if possible improve, its current bond rating in order to minimize borrowing costs and preserve its access to credit markets. Sound financial practices, debt management and capacity, and competent management support the maintenance of the City’s current bond rating. In its relationship with citizens, rating agencies, and the investment community the City will follow a policy of full disclosure as required by legal and professional practices.

2. Debt Issuance Guidelines

The City will utilize debt issuance consistent with federal, state and local laws and policies. All debt issued by the City will reconcile how much debt the community can support. Debt will not be used for the routine operations of the City unless it is for short term cash flow purposes only. Debt should not be issued for a period longer than the estimated useful life of an improvement or asset. Debt issued by the City shall be authorized by ordinance of the City Council, and long term debt (Bonds) shall be approved by a majority of the qualified electors of the City.

The City will comply with state law that limits the amount of debt the City may issue depending upon the type of revenue utilized to service the debt:

- General obligation bond debt is limited to 25% of the total assessed value for tax purposes of the real and personal property as determined by the most recent tax assessment;

- Amendment 78, short – term debt not to exceed five years, is limited to 5% of the total assessed value for tax purposes of the real and personal property as determined by the most recent tax assessment; and
- Sales tax debt has no prescribed limit on the amount of issuance, but must mature at such time not to exceed 40 years from the date of issuance.

3. Credit Worthiness

The City will seek to maintain, and as possible, improve its credit rating in order that short term borrowing costs are minimized and its credit is preserved and enhanced. The City will follow a policy of full disclosure which meets or exceeds disclosure guidelines.

4. Borrowing Purposes

The City will not fund current operations from the proceeds of borrowed funds. Short – term financing of Council approved projects or equipment, not to exceed five years, may be utilized in order to maximize opportunities or finance needed projects and/or equipment. The City will confine long – term borrowing (Bonds) to capital improvements, projects, or equipment which cannot be funded from current revenues, and for which a detailed strategic plan for the usage of the proceeds has been developed.

5. Debt Repayment

When utilizing long – term debt financing, the City will repay the debt within a period not to exceed the useful life of the improvements of equipment without the express approval of the City Council. The City is authorized to pledge all, or any part, of the revenues from the tax levied for the payment of principle and interest on the bonds issued; however, bonds must mature at such time or times, not to exceed 40 years from the date of issuance.

Whenever possible debt will be self-supporting, and may be sales tax revenue debt or revenue backed with a general obligation pledge.

General obligation debt will be used only for projects which have a general benefit to City residents which cannot be self-supporting.

Lease – purchase agreements may be considered as an alternative to debt when cost effective, or deemed appropriate due to time constraints. Such debt will be subject to annual appropriation of the City Council and will be included in the Budget process.

Purchasing:

1. Introduction

The purpose of this policy is to establish guidelines for purchases made for the City. This policy is applicable for all purchases made of behalf of the City.

The City's purchasing policy has been established in order to ensure that needed goods and services are obtained in a timely manner, at the lowest pricing possible, consistent with acceptable quality standards, and within the requirements of public purchasing laws.

Consistent with these objectives, the City's procurement activity is decentralized. In recognition of the cost of staff time and in order to reduce the cost of making small purchases, City credit cards and charge accounts are utilized by each department when making operational purchases. Credit Card receipts and Invoices received in the purchasing process are to be expenditure coded and signed by the department head and turned in to the finance department for payment. Department heads must produce coded credit card receipts and/or invoices in order for purchases to be paid. The current size of the City prohibits centralized purchasing from being cost effective.

Procedures which apply to purchases made directly by City staff, along with ethical standards that shape the City's purchasing activities, are described below.

- A. Governing laws and regulations: Procurements by the City are governed by State and local laws and regulations. This financial policy, along with State statutes and the City's administrative policies and procedures describe the procurement process: Public bidding, bid opening, bid evaluation, and bid award.
- B. Principles and ethics: All Staff of the City of Lowell subscribe to the following principles and ethics:
 - We believe in the dignity and worth of the service rendered by government and our own social responsibility as trusted public servants. We consider, first, the interest of the City in all our transactions. We abide by and carry out the City's established policies, ordinances, and laws of the State of Arkansas.
 - We keep the City informed, through appropriate channels, on problems and progress of the agency we serve by emphasizing the importance of facts.
 - We are governed by the highest ideas of honesty and integrity in all public and personal relationships in order to merit the respect of the public which we serve.
 - We strive to stimulate competitive bidding in order to obtain goods and services at the lowest possible cost, and provide all interested vendors the opportunity to offer their products to the City.

- We strive to provide a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.
 - We believe that personal gain or benefit obtained through misuse of public or personal relationships is dishonest.
- C. Conflict of Interest: Employees and officials of the City are prohibited from engaging in a transaction, contract, activity, or service of the City in which they personally have a direct or predictable effect on their financial interests or the financial interests of an immediate family member without express legislative consent from the Lowell City Council.
- D. Personal Purchases: It is prohibited for an employee or official of the City to make purchases for their own personal purposes with City funds or to ask for, or receive, special pricing from a vendor utilizing the City's name or reputation.
- E. Unauthorized purchases: No individual has the authority to enter into purchase agreements or contracts on the City's behalf unless specifically authorized to do so. Elected Officials, department heads, or their authorized representative, are authorized to expend within their yearly approved budget up to the limit of their department as necessary to continue the daily operations of the City while still complying with all City ordinances, City regulations, and laws of the State of Arkansas. Any purchase classified as unauthorized will be considered a personal expense and will become an obligation of the purchaser.

2. General Rules:

All purchases for goods or services of any kind or description, payment for which is to be made from City funds shall be made in the following manner:

- A. Under \$20,000 – Items used on a day – to – day basis for the operations of the City may be purchased without competitive bidding with the approval of the Department head. Purchases should be secured from the lowest cost vendor consistent with the quality needed, and periodic checks should be made to insure the lowest possible cost. Preference should be given to local vendors when the quality of the product is equal or better and the difference in delivered price is negligible. Convenience and emergency needs may also determine the vendor utilized for a purchase. Department heads, as the Mayor's duly authorized representative, may authorize staff to purchase budgeted items, but must approve for payment purchases made within this category.
- B. \$20,000 and up – Items purchased in this category must be purchased through a formal bid process unless specifically waived by action of the Lowell City Council. Formal bids will be secured by advertisement. Vendors who qualify, or who have in the past indicated an interest in bidding, may be forwarded a copy of bid specifications. The City Council may, by formal action, waive the requirements for

competitive bidding in exceptional situations where the procedure is deemed not practical or feasible. The City reserves the right to reject any and all bid received.

- The responsibility for the advertising of formal bids will be that of the City Clerk. The City Clerk will also have the responsibility of contacting qualified vendors who in the past have expressed a desire to bid. It will be the responsibility of the Department head to provide the City Clerk with specifications or advertisement notices to be used in the bidding process. It is required that an advertisement for a formal bid be placed in the newspaper 10 days prior to the bid opening.
- Bids received pursuant to the advertisement will be opened and read on the date and time set for receiving the bids in the presence of the Mayor, or the Mayor's duly authorized representative.
- The City Clerk will be given sufficient notice by the department head in order that deadlines for the purchase of any equipment or service by bid may be met.
- Award of items in this category, if made, will be made by the Mayor, or his duly authorized representative, based upon the department head's recommendations if the item is an appropriated budget item. If the item is not an appropriated budgeted item, the bid award will be made after the expenditure has been authorized by the City Council at a regularly scheduled meeting.

3. Bidding:

- A. The City Clerk should maintain a listing of vendors that wish to bid on City equipment and projects.
- B. Respective bidders on the listing should be notified and given sufficient time to make a bid when applicable.
- C. All formal bid purchases will be advertised, will state the time and place of opening, and will be placed in the newspaper at least 10 days before the bid opening.
- D. Notices and solicitation of bids will include the information that these are sealed bids, that they should be so identified on the envelope, and to whom the bid should be addressed.
- E. The City will reserve the right to reject any and all bids, and reserves the right to select the lowest/best bidder as determined by the City at its sole discretion.
- F. The City reserves the right to utilize reverse internet auctions as a bidding process.
- G. The City will obtain as many quotes or bids as possible from as many vendors as possible in order to insure a competitive marketing atmosphere and advantageous pricing.

4. Maintenance Agreements:

If the need for a maintenance agreement is anticipated at the time of purchase, the terms of the agreement must be included in the bid specifications.

5. Emergency Purchases:

In case of an emergency which requires the immediate purchase of supplies, equipment, or services where time is of the essence, the Mayor will have the authority to authorize such a purchase or secure services up to \$20,000 without the need to comply with the procedures as outlined above. An emergency purchase is construed to be the need of a good or service which was unable to be anticipated where time is a crucial factor and would cause a disservice to the citizens of the community if the item or service is not immediately purchased.

6. Exclusive Service:

In the event that there is only one firm or company capable of providing a particular good or service, referred to as a sole source vendor, and such goods and services cannot be secured from any other person or company, then the Mayor may authorize securing such items without the bidding process. Approval of the City Council must be sought if the item is above \$20,000, and the department head will be required to submit a detailed explanation as to why this is the only person/company from which to purchase. Confirmed research must accompany the explanation.

Collections:

Checks returned to the City due to insufficient funds will be turned over to the City Attorney for collection and/or prosecution. If the check in question concerns a service in process the responsible department will cease City services until the debt and any required fees are paid in full.

Payments to the City's Utilities Fund for sewer services that become delinquent will be notified that services will be discontinued if their account is not brought current. Accounts that continue to be delinquent will have services discontinued and a re – connection fee will be assessed.

Balanced Budget:

The City of Lowell is committed to producing a balanced Budget each year. The Budget for the City of Lowell will be considered balanced when current revenues are sufficient to meet the current expenditures without any reliance on the unreserved fund balance. Exceptions to the commitment of a balanced Budget each year may come about on large Street projects where reserve funds for that specific projects are built up over several years, and then expended during the construction phase of the project. Current expenditures are considered to be current human resource expenditures, current operations and maintenance expenditures, and current capital items. Basic and essential services provided by the City will receive first priority for funding in the budget process while additional personnel and current capital items requested will be funded on a priority basis with current revenues funds remaining after funding basic and essential services. All budget appropriations expire at the end of the budget year, or December 31, and in cases where projects are incomplete at the end of the budget cycle funding must be encumbered

or re – appropriated in the new budget year. Additional appropriations, or budget amendments, are permitted during the budget year through a resolution and approval of the City Council.

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The budget process each year will include the three major funds. The General, Street, and Utilities Funds will utilize the modified cash basis of accounting and will end with the adoption of the budget through resolution by the City Council. Due to the unpredictable nature and restricted usage of the minor seventeen (17) funds utilized for specific purposes they are not a part of the budgeting process and adjustments are made to them on a year-end basis. Both major and minor funds are subject to an annual independent audit.

“When dealing with the taxpayer’s money it is important to apply high ethical standards and sound financial policies in order to ensure prudent budgeting methods”

Jerry Hudlow, Finance Director
City of Lowell, Arkansas

2021 BUDGET REVENUE & EXPENSE SUMMARY

						1/1/2021
Department Number	Department	Revenues	Human Resources	Operating & Maintenance	Category B Requests	Totals
GENERAL FUND:						
	REVENUES	8,898,000				8,898,000
	EXPENDITURES					
172	Administration		442,801	314,400	30,000	787,201
350	Animal Services		152,686	59,800	-	212,486
740	Building Services/Code		263,824	30,800	-	294,624
140	Court		140,488	30,371	-	170,859
336	Fire		2,150,192	372,200	-	2,522,392
228	Information Services		52,883	131,450	75,000	259,333
804	Museum		-	7,000	-	7,000
751	Parks		154,078	203,790	-	357,868
742	Planning & Economic		137,663	110,890	-	248,553
301	Police		1,735,115	280,302	192,950	2,208,367
						-
999	Transfers Out					1,683,000
	TOTALS		5,229,730	1,541,003	297,950	8,751,683
GENERAL FUND:	SURPLUS/(DEFICIT)					146,317
STREET FUND:						
	REVENUES	2,130,000				2,130,000
	EXPENDITURES		578,280	1,551,720	-	2,130,000
STREET FUND:	SURPLUS/(DEFICIT)					-
UTILITIES (STEP) FUND:						
	REVENUES	262,425				262,425
	EXPENDITURES		152,125	110,300	-	262,425
UTILITIES FUND:	SURPLUS/(DEFICIT)					-
SURPLUS/(DEFICIT)						146,317

2021 Consolidated Funds Statement

Revenues/Sources	General Fund	Street Fund	Utilities Fund	Total Adopted For Year 2021
State Turnback	116,000	360,000		476,000
Property Taxes	830,000	157,000		987,000
Sales Taxes	6,000,000	1,572,000		7,572,000
Franchise Taxes	560,000			560,000
Fines & Fees	1,075,500		149,800	1,225,300
Donations & Grants	24,500	-		24,500
Investment Income	4,000	1,000	-	5,000
Miscellaneous	208,000	-		208,000
	8,818,000	2,090,000	149,800	11,057,800
Other Financing Sources:				-
				-
Transfers In	80,000	40,000	-	120,000
	-	-	-	-
				-
Total Available Resources	8,898,000	2,130,000	149,800	11,177,800
Expenditures/Uses				
Personnel	5,229,732	578,280	152,126	5,935,272
Supplies	189,250	48,500	11,400	249,150
Other	1,351,751	1,503,220	98,900	2,953,871
Capital	297,950	-	-	297,950
Debt Service	-	-	-	-
				-
	7,068,683	2,130,000	262,426	9,436,243
Other Financing Uses:				
Transfers Out	1,683,000			1,683,000
Projected Fund Balance	146,317	-	(112,626)	9,835
Total Uses and Fund Balance	8,898,000	2,130,000	149,800	11,177,800

Four - Year Combined Funds Summary

Revenues/Sources	2018 Actual	2019 Actual	2020 Actual	2021 Budget
State Turnback	460,669	464,651	482,361	476,000
Property Taxes	1,627,682	982,910	1,033,855	987,000
Sales Taxes	6,578,736	7,950,227	9,367,822	7,572,000
Franchise Taxes	550,089	516,245	548,675	560,000
Fines & Fees	1,173,595	1,478,202	919,375	1,225,300
Donations & Grants	2,051,707	3,445,598	4,343,752	24,500
Investment Income	46,582	67,409	49,994	5,000
Miscellaneous	646,196	629,524	604,255	208,000
	13,135,256	15,534,766	17,350,089	11,057,800
Other Financing Sources:				-
				-
Transfers In	1,777,549	750,592	1,652,408	120,000
				-
				-
Total Available Resources	14,912,805	16,285,358	19,002,497	11,177,800
Expenditures/Uses				
Personnel	4,951,199	5,159,415	5,354,996	5,960,138
Supplies	253,732	271,199	439,170	249,150
Other	3,995,201	5,502,530	7,084,686	2,953,871
Capital	1,770,728	678,168	1,403,634	297,950
Debt Service	-	-	-	-
	10,970,860	11,611,312	14,282,486	9,461,109
Other Financing Uses:				
Transfers Out	2,446,651	2,060,517	2,166,429	1,683,000
	13,417,511	13,671,829	16,448,915	11,144,109
Net Increase (Decrease) in Fund Balance	1,495,294	2,613,529	2,553,582	33,691
Fund Balance 01/01	8,324,815	9,820,109	12,433,638	14,987,220
(Fractions)				7
Fund Balance - 12/31	9,820,109	12,433,638	14,987,220	15,020,918

General Fund Summary

Revenues/Sources	2018 Actual	2019 Actual	2020 Actual	2021 Budget
State Turnback	116,058	115,834	108,710	116,000
Property Taxes	1,482,479	826,001	868,828	830,000
Sales Taxes	5,324,615	6,219,982	7,305,116	6,000,000
Franchise Taxes	550,089	516,245	548,675	560,000
Fines & Fees	1,173,595	1,248,735	764,183	1,075,500
Donations & Grants	2,023,370	741,121	1,619,943	24,500
Investment Income	20,352	36,182	29,883	4,000
Miscellaneous	280,999	370,201	602,048	208,000
	10,971,557	10,074,301	11,847,386	8,818,000
Other Financing Sources:				
Transfers In	1,545,601	229,739	75,000	80,000
Total Available Resources	12,517,158	10,304,040	11,922,386	8,898,000
Expenditures/Uses				
Personnel	4,391,710	4,565,339	4,799,016	5,229,732
Supplies	205,754	187,509	149,844	189,250
Other	1,336,774	2,003,167	1,807,984	1,351,751
Capital	1,629,824	665,758	1,246,408	297,950
Debt Service	-	-	-	-
	7,564,062	7,421,773	8,003,252	7,068,683
Other Financing Uses:				
Transfers Out	2,446,651	2,060,517	2,166,429	1,683,000
	10,010,713	9,482,290	10,169,681	8,751,683
Net Increase (Decrease) in Fund Balance	2,506,445	821,750	1,752,705	146,317
Fund Balance 01/01	4,354,604	6,861,056	7,682,806	9,435,511
(Fractions)	7	-	-	
Fund Balance - 12/31	6,861,056	7,682,806	9,435,511	9,581,828

Street Fund Summary

Revenues/Sources	2018 Actual	2019 Actual	2020 Actual	2021 Budget
State Turnback	344,611	348,817	373,651	360,000
Property Taxes	145,203	156,909	165,027	157,000
Sales Taxes	1,254,121	1,553,719	1,883,236	1,400,000
Arkansas Street Sales Tax	168,572	176,526	179,470	172,000
Miscellaneous	7,117	-	32	-
Donations & Grants	28,337	2,704,477	2,723,809	-
Investment Income	25,890	30,903	19,478	1,000
Reserves		243,057	-	-
	1,973,851	5,214,408	5,344,703	2,090,000
Other Financing Sources:				
Transfers In	55,387	104,298	1,577,408	40,000
Total Available Resources	2,029,238	5,318,706	6,922,111	2,130,000
Expenditures/Uses				
Personnel	379,305	441,137	406,047	578,280
Supplies	33,781	77,665	277,684	48,500
Other	2,377,569	3,345,038	5,184,379	1,503,220
Capital	122,020	12,410	157,226	-
Debt Service				-
	2,912,675	3,876,250	6,025,336	2,130,000
Other Financing Uses:				
Transfers Out				-
	2,912,675	3,876,250	6,025,336	2,130,000
Net Increase (Decrease) in Fund Balance	(883,437)	1,442,456	896,775	-
Fund Balance 01/01	3,806,997	2,923,561	4,366,017	5,262,792
(Fractions)	1			
Fund Balance - 12/31	2,923,561	4,366,017	5,262,792	5,262,792

Utilities (S.T.E.P.) Fund Summary

Revenues/Sources	2018 Actual	2019 Actual	2020 Actual	2021 Budget
Sewer Hook Up Fees	38,000	7,500	-	-
STEP User Fees	149,369	150,513	152,880	148,800
STEP Order Fees	2,040	71,454	2,312	1,000
Investment Income	340	324	633	-
Miscellaneous	99	16,266	2,175	-
				-
				-
				-
	189,848	246,057	158,000	149,800
Other Financing Sources:				
Transfers In	176,561	416,555	-	-
Total Available Resources	366,409	662,612	158,000	149,800
Expenditures/Uses				
Personnel	180,184	152,939	149,933	152,126
Supplies	14,197	6,025	11,642	11,400
Other	280,858	154,325	92,323	98,900
Capital	18,884	-	-	-
Debt Service				-
	494,123	313,289	253,898	262,426
Other Financing Uses:				
Transfers Out				-
	494,123	313,289	253,898	262,426
Net Increase (Decrease) in Fund Balance	(127,714)	349,323	(95,898)	(112,626)
Fund Balance 01/01	163,213	35,499	384,822	288,924
(Deposits)	(70,454)			
Fund Balance - 12/31	35,499	384,822	288,924	176,298

Human Resources Summary

General Fund

	Wages	%	Benefits	%	Total	%
Administration	331,115	75%	111,685	25%	442,800	7%
Animal Control Services	99,625	65%	53,062	35%	152,687	3%
Building Services & Code Enforcement	186,254	71%	77,570	29%	263,824	4%
Court	100,470	72%	40,018	28%	140,488	2%
Fire Department	1,595,798	74%	554,395	26%	2,150,193	36%
Information Services	38,222	72%	14,661	28%	52,883	1%
Museum	-		-		-	0%
Parks Department	105,919	69%	48,160	31%	154,079	3%
Planning	97,953	71%	39,710	29%	137,663	2%
Police Department	1,263,513	73%	471,602	27%	1,735,115	29%
	<hr/>					
Totals	3,818,869	73%	1,410,863	27%	5,229,732	88%

Street Fund

Street Department	399,138	69%	179,142	31%	578,280	10%
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Utilities Fund

Utilities Department	109,075	72%	43,051	28%	152,126	3%
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Fund Totals

4,327,082	1,633,056	5,960,138	100%
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Total Expenditure Budget (Less GF Transfers)

9,461,108

Percentage of Human Resources to Total 2021 Expenditure Budget:

63%

Personnel Count

<u>General Fund</u>	2018	2019	2020	2021
Administration	5.5	5.5	4.5	4.5
Animal Control Services	4	4	4	3
Building Services & Code Enforcement	5	4	4	4
Court	2.5	2.5	2	2
Fire Department	30	30	30	30
Information Services	1	1	1	1
Museum	1	1	0	0
Parks Department	3	3	3	3
Planning	2	2	2	2
Police Department	26	26	25	27
	80	79	75.5	76.5
<u>Street Fund</u>				
Street Department	9	9	9	9
<u>Utilities Fund</u>				
Utilities Department	3	3	2	2
Total Personnel Count	92	91	86.5	87.5

2021 Personnel Changes

Animal Control Services	-1
Police	2

Net Loss/Gain 1

Personnel Changes

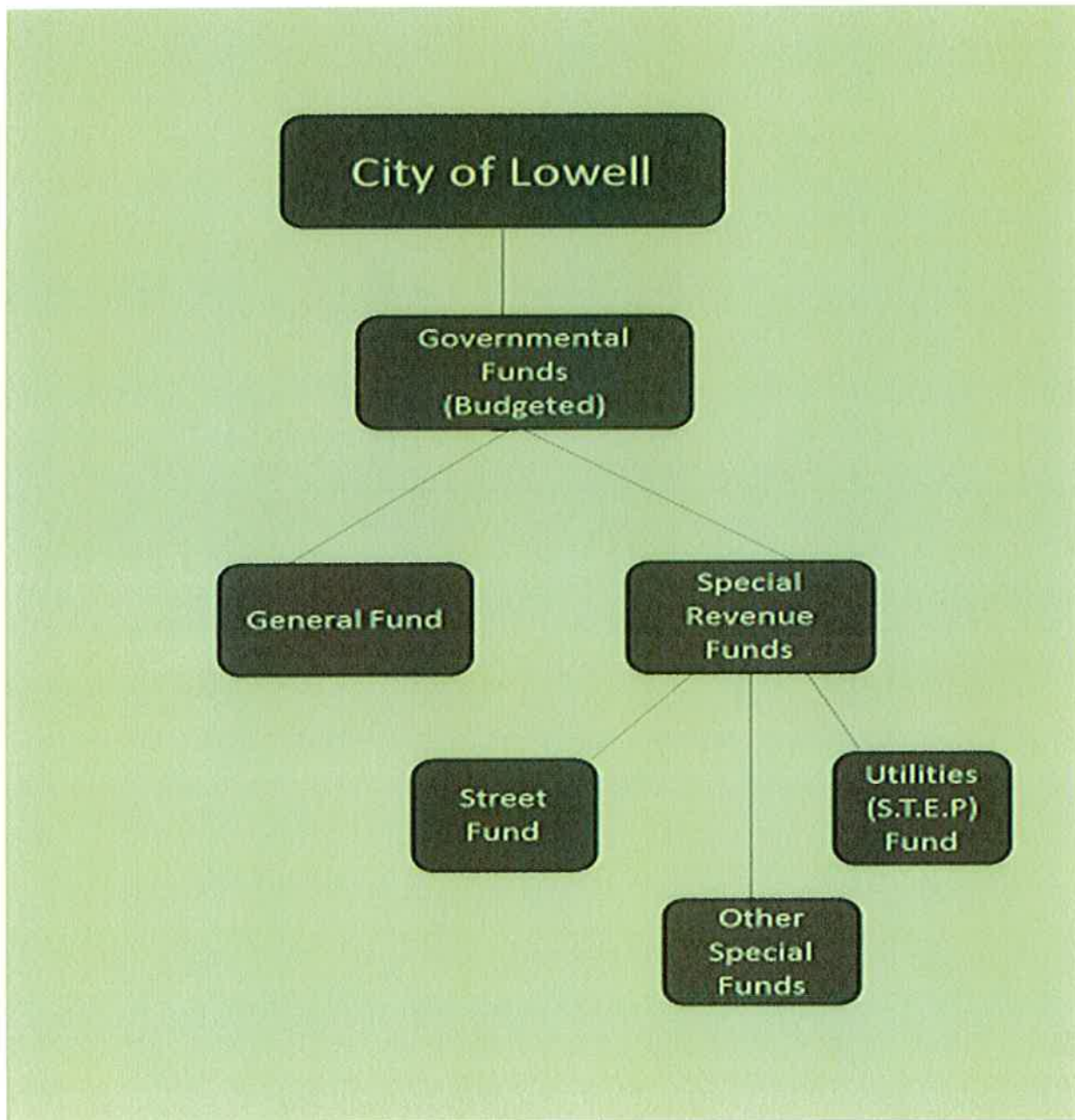
- **Animal Control Services** – The Animal Control Services Department was re-organized during 2020 when two long time staff members retired. One staff member was replaced, and a Police Officer position was added with dual responsibilities in both the Animal Services Department and the Police Department.
- **Police Department** – The Police Department added the above mentioned Police Officer that serves a dual role in both the Animal Services Department and in the Police Department. After a reorganization in 2019 eliminated the position of Capitan at the Police Department it was decided that an additional Lieutenant position was needed. The position was approved and added during 2020.

Department

Information

Fund Structure

The Fund Structure for the City of Lowell is made up of governmental fund types. All governmental fund types at the City of Lowell are subject to, and included in, annual audited financial statements. Annual audits for all funds, excluding sewer related funds, are performed by the Division of Legislative Audit, State of Arkansas. Sewer related funds are audited by a private accounting firm.



Governmental

General Fund - Functions as the operating fund and is comprised of 10 different departments providing the citizens with the normal reoccurring functions of a municipal government. All departments in the General Fund are included in the budget process and funding in each department is subject to appropriation by the Lowell City Council. These departments and a brief description are as follows:

Administration – contains the Mayor’s Office, the Office of the City Clerk, the Finance Department, and the front desk reception. The Mayor is essentially the CEO of the City; the City Clerk records and maintains the records of all meetings, along with codification of any legislation passed; the Finance Department performs the accounting and HR functions for the City; and the front desk reception greets citizens visiting City Hall, answers and routes incoming telephone calls, and produces the quarterly City newsletter

Animal Control Services – responsible for animal control within the City along with the return to owners of loose animals and the housing, care, adoption, and euthanasia of stray, sick and abandoned animals

Building Services/Code Enforcement – issues permits and collects fees for building, electrical, and plumbing permits; conducts field inspections of construction to ensure that all work conforms to safety codes; monitors and enforces City code violations

Courts – is responsible for all misdemeanor charges written by the Lowell Police Department; handles cases and charges written by the Arkansas State Police, Arkansas Game & Fish, Benton County Sheriff’s Office, and other authorities within the City of Lowell

Fire Department – provides public service for fire prevention, suppression, investigation, emergency medical care, ambulance service, public information and education, and inspection of new and existing construction

Information Services – provides for the hardware, software, and network capabilities of the City; administers access control

Museum – educates the public about the history of Lowell; collects historical exhibits and artifacts; provides programs for business, civic, and school groups

Parks Department – maintains park and trail system within the City

Planning Department – provides technical expertise to elected officials, the planning commission, public agencies, developers, and citizens of developmental design quality, environmental integrity, and zoning issues

Police Department – provides for the public safety of the citizens of Lowell through education, crime suppression, traffic control, and dispatch of Police vehicles

Special Revenue Funds – Special Revenue Funds are utilized to account for the proceeds of special revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. The City has two (2) major funds, the Street Fund and the Utilities (S.T.E.P) Fund, along with seventeen (17) minor (Other) funds. The Special Revenue major funds are included in the budget process and the funding for these funds is subject to appropriation by the Lowell City Council.

Street Fund: contains one department, the Street Department, accounts for resources related to street, drainage, and traffic control operations. Minor maintenance repair and construction of streets, drainage systems, street lighting, street traffic control signals, and landscaping along streets are included in this fund

Utilities (S.T.E.P.) Fund: contains one department, the Utilities Department, accounts for resources related to the construction and maintenance of the sanitary sewer system located in three (3) subdivisions within the City. The Utilities Fund relies upon the General Fund to supplement funding for its operations

Other Funds – Minor Funds with specific special revenue sources that have legally restricted expenditure requirements. These funds have limited usage and insignificant amounts of revenues and expenditures. These funds are not included in the budget process, but are subject to appropriation by the Lowell City Council when expenditures occur.



City of Lowell

General Fund



Departments

Administration
Court
Museum

Animal Services
Fire Department
Parks Department
Planning and Economic Development

Building Services
Information Services
Police Department

General Fund

Revenues

2021 GENERAL FUND REVENUES

Department 101 - 000

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	REVENUES						
421.000	County Turnback	1,224,942.32	1,360,106.28	1,482,479.34	826,001.40	868,828.26	830,000
422.000	State Turnback	117,020.57	116,205.60	116,057.67	115,833.95	108,710.20	116,000
425.000	Franchise Taxes	486,608.83	488,543.88	550,089.36	516,244.93	548,675.03	560,000
435.000	County Sales Tax	1,436,381.72	1,523,618.69	1,741,411.95	1,780,784.66	1,924,441.59	1,750,000
436.000	City Sales Tax	3,865,107.16	3,324,325.93	3,583,203.15	4,439,197.45	5,380,674.61	4,250,000
437.000	Alcohol Sales Tax	8,272.27	7,938.75	7,097.34	8,472.16	8,191.63	10,000
451.000	Business License	60,257.00	63,127.50	64,921.15	70,929.00	73,409.50	75,000
452.000	Permits	578,486.44	560,780.95	599,740.87	488,264.67	285,441.45	510,000
453.000	Business Directory Ad	825.00	2,750.00	2,550.00	1,025.00	150.00	1,000
454.000	Farmers Market Vendor						
478.000	Animal Pick - up	5,198.25	8,565.00	6,325.00	4,968.00	3,200.00	2,500
478.001	Animal Adoption	5,947.31	4,963.18	5,093.00	3,035.00	2,410.00	2,000
541.000	Grant - Police	1,600.00	5,269.48	43,301.92	8,030.47	3,300.00	
545.000	Grant - Fire	15,500.00	1,000.00	392,539.22	371,926.09	359,760.00	24,500
547.000	Grant - Parks	-	-	427,606.00	288,520.00	1,000.00	-
606.000	Court Transfers	421,014.00	424,783.14	438,702.02	441,374.36	366,566.15	440,000
606.001	City Jail Fees	40,055.00	30,729.50	37,912.72	26,595.00	11,844.00	26,000
609.000	Special Events						
610.000	Accident Reports	4,138.38	2,410.00	2,700.00	2,047.00	1,520.00	2,000
610.100	Ambulance Fees	109,531.51	186,760.58	211,651.29	190,024.61	242,907.34	190,000
612.000	Planning Fees	8,750.00	16,300.00	8,950.00	11,000.00	11,600.00	10,000
613.000	Hazmat Revenue					-	
614.000		-	-	-	-	-	
665.000	Interest - Checking	1,368.57	3,387.87	5,340.30	14,308.76	17,040.83	1,000
665.037	Interest - CD Revenue	2,127.01	2,325.17	15,010.70	21,873.26	12,824.21	3,000
667.000	Lock Box Revenue	2,628.25	2,700.00	2,025.00	2,025.00	-	5,000
667.001	Trash Bag Sales		6,935.00	5,738.00	8,062.00	514.00	-
671.000	Miscellaneous	15,782.22	2,559.82	5,952.33	54,648.29	12,453.94	10,000
671.100	Misc. Prof. Services				16,305.91	12,856.47	-
674.100	Donations	500.00	577,452.87	1,151,984.00	550.00	1,000,000.00	-
674.200	Donations - Mudtown	4,820.00	5,625.00	5,429.14	65,160.00	-	-
675.000	Donations - Parks	2,917.00	8,298.75	2,517.00	3,810.00	11,027.45	-
675.001	Donations - Museum	69.00	19.00	120.00	-	-	-
675.004	Museum Cookbook Sale	115.00	150.00	5.00	45.00	5.00	
676.000	Insurance Claims	34,113.35	842.22	6,251.36	3,440.33	5,136.54	
687.000	Refund	6,555.48	5,362.30	40,487.83	101.70	625.47	
687.002	Bethel Heights Fire	5,025.00	5,141.00	5,278.00	95,075.00	95,915.00	-
693.000	Fixed Asset - Sale	3,000.00	2,587.50	3,086.09	194,622.25	-	
	Other	60,000.00	-	-	-	476,357.00	
697.000	Loan Proceeds						
	Total	8,528,656.64	8,751,564.96	10,971,556.75	10,074,301	11,847,386	8,818,000

2021 GENERAL FUND REVENUES

Department 101 - 000

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	REVENUES						
	TRANSFERS IN						
699.000	Sewer Accounts			337,157.00	37,700.00	-	
699.021	Improvement Bond						
699.023	Education Act 474	625.00	240.00	-	800.00	-	
699.024	Fire Act 833			149,997.00	22,155.00	-	
699.025	Fire Reserves	44,000.00	-	118,004.00	40,000.00	-	-
699.027	Liability Insurance	23,500.00	23,500.00	23,500.00	48,000.00	50,000.00	54,000
699.028	Warrant Service Fund	23,500.00	23,500.00	50,407.00	24,000.00	25,000.00	26,000
699.030	J.A.G.						
699.063	Fire Impact			866,536.00	57,084.00	-	-
699.064	General Fund Reserves						
	Court Automation						
	Other	-	-	-	-	-	
	Total Transfers In	91,625.00	47,240.00	1,545,601.00	229,739.00	75,000.00	80,000
	TOTAL REVENUES	8,620,281.64	8,798,804.96	12,517,157.75	10,304,040	11,922,385.67	
	2021 GENERAL FUND REVENUES						8,898,000
	GENERAL FUND DEPARTMENTS:						
	Administration			Information Services			
	Animal Services			Museum			
	Building Services/Code Enforcement			Parks Department			
	District Court			Planning and Economic Development			
	Fire Department			Police Department			

General Fund

Expenditures

2021 ADMINISTRATION

Department 101 - 172

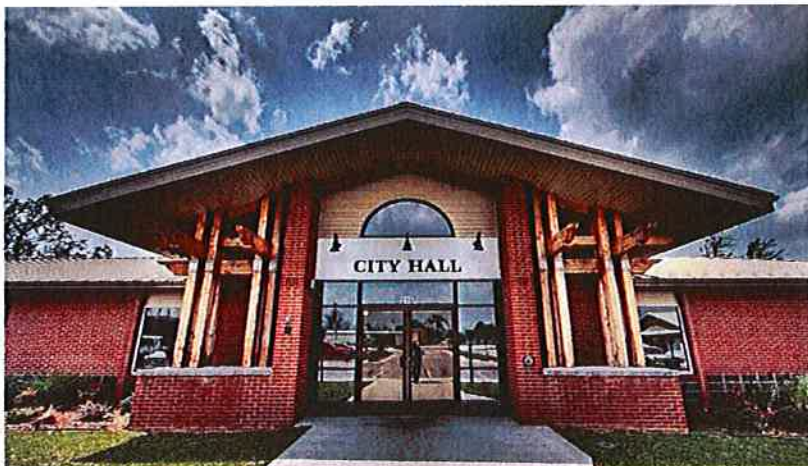
1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	303,947.75	317,032.10	328,842.46	325,841.40	336,525.46	281,915
702.001	Overtime						-
702.002	Other						49,200
	Total Payroll	303,947.75	317,032.10	328,842.46	325,841.40	336,525.46	331,115
	HR Overhead						
715.001	Medicare	4,257.90	4,450.42	4,623.36	4,590.87	4,728.23	4,788
715.002	Social Security	18,206.10	19,029.33	19,768.70	19,629.84	20,217.12	20,473
715.003	Health Insurance	39,977.93	41,582.52	42,493.01	54,468.51	35,720.42	43,020
715.004	Retirement	38,101.63	40,292.07	42,577.66	42,745.29	45,611.73	41,639
716.000	Unemployment	715.45	287.96	713.96	(551.31)	(6,124.08)	1,400
717.000	Worker's Compensation	382.00	358.01	306.00	204.22	358.00	365
	Total HR Overhead	101,641.01	106,000.31	110,482.69	121,087.42	100,511.42	111,685
	Total HR Expenditures	405,588.76	423,032.41	439,325.15	446,928.82	437,036.88	442,800
	OPERATIONS & MAINTENANCE						
727.000	Supplies	15,172.84	10,510.52	10,300.15	10,844.88	6,941.33	12,000
729.000	Uniforms	-	409.37	-	125.71	-	-
730.000	Postage	8,476.45	6,747.95	6,807.44	10,040.12	2,974.78	5,500
802.000	Professional Services	72,087.71	78,773.57	89,955.75	97,217.11	78,679.33	106,000
803.000	Legal Publications	5,130.52	3,684.20	5,436.00	9,291.26	5,301.26	6,000
835.000	Medical Expenses	-	-	-	-	-	-
801.000	Contract Labor	-	-	-	-	-	-
850.000	Communications	33,931.90	37,046.49	34,579.44	31,838.39	30,345.30	28,800
855.000	Communications - Cell	2,894.86	4,271.51	2,902.63	3,419.75	2,037.53	2,200
861.000	Travel & Training	3,273.90	5,744.88	7,088.82	6,877.15	1,591.92	5,000
900.000	Dues & Subscriptions	34,228.17	28,210.99	35,321.00	28,946.66	21,680.94	23,800
901.000	Advertising/Public Rel.	262.80	-	-	-	-	-
920.000	Utilities	10,394.78	10,768.88	12,255.83	11,532.60	10,872.91	12,500
921.000	Fuel & Oil	799.11	667.56	722.18	275.39	123.76	1,000
930.000	Maintenance-Building	14,990.60	24,816.46	24,632.50	25,084.91	12,666.58	5,000
932.000	Maintenance-Equip.	-	208.62	-	-	-	-
933.000	Maintenance-Vehicles	1,350.14	196.66	1,264.37	216.17	-	1,500
940.000	Machinery - Lease	20,770.71	18,661.30	18,091.68	15,271.30	12,874.48	14,600
950.000	Bank Fees Expense	-	-	291.98	-	-	-
955.000	Miscellaneous	9,986.54	2,969.49	2,088.54	5,574.56	15,278.08	30,000
961.000	Insurance - Property	49,996.00	54,867.00	57,998.00	62,899.00	122,893.90	60,000
964.000	Refund	-	-	-	-	-	-
973.000	Equipment	4,639.86	2,690.26	742.08	4,467.75	9,559.78	500

2021 ADMINISTRATION

Department 101 - 172

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
972.001	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Other Projects	-	-	206,088.88	-	290,279.23	
		113,381.35	37,394.59	-	598,213.04	47,200.21	
	Total O & M	401,768.24	328,640.30	516,567.27	922,135.75	671,301.32	314,400
	Total Expenditures	807,357.00	751,672.71	955,892.42	1,369,064.57	1,108,338.20	757,200
970.000 970.000	CAPITAL						30,000
	Capital Expense	31,792.00	432,911.97	432,911.97	-	103,225.27	
	Capital Expense						
	Total Capital Expense	31,792.00	432,911.97	432,911.97	-	103,225.27	
TOTAL EXPENDITURES And CAPITAL		839,149.00	1,184,584.68	1,388,804.39	1,369,064.57	1,211,563.47	
2021 ADMINISTRATION BUDGET EXPENDITURES AND CAPITAL						787,200	
							

2021 ANIMAL SERVICES

Department 101 - 350


1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	69,014.54	66,543.93	136,416.04	129,518.39	125,272.06	99,025
702.001	Overtime						
702.002	Other						600
	Total Payroll	69,014.54	66,543.93	136,416.04	129,518.39	125,272.06	99,625
	HR Overhead						
715.001	Medicare	985.01	939.89	1,945.05	1,816.31	1,787.45	1,445
715.002	Social Security	4,211.70	4,018.84	8,316.76	7,766.32	7,642.86	6,177
715.003	Health Insurance	7,413.27	8,041.63	19,905.89	24,060.10	15,020.62	27,085
715.004	Retirement	10,007.05	9,719.06	20,521.51	19,842.10	14,760.08	17,185
716.000	Unemployment	300.39	178.35	564.64	600.00	562.21	840
717.000	Worker's Compensation	757.00	804.10	776.00	562.50	321.00	330
	Total HR Overhead	23,674.42	23,701.87	52,029.85	54,647.33	40,094.22	53,062
	Total HR Expenditures	92,688.96	90,245.80	188,445.89	184,165.72	165,366.28	152,687
	OPERATIONS & MAINTENANCE						
727.000	Supplies	12,756.66	10,922.06	13,808.27	10,380.97	8,358.28	12,000
729.000	Uniforms	3,011.94	5,118.55	4,675.51	1,631.34	3,607.74	5,000
801.000	Contract Labor	-	1,218.00	-	-	-	-
802.000	Professional Services	814.00	1,708.77	1,659.50	600.00	625.48	2,500
802.002	Veterinary Expenses	13,244.06	8,070.42	4,864.84	9,181.99	6,331.52	7,500
802.150	Animal Adopton	-	-	-	-	1,771.91	-
835.000	Medical Expenses	1,121.90	150.00	115.00	-	-	1,200
855.000	Communications - Cell	1,658.23	1,494.06	2,372.34	1,093.99	-	-
861.000	Travel & Training	774.40	343.38	895.18	250.00	900.00	6,000
901.000	Advertising	-	564.00	-	-	-	-
920.000	Utilities	6,327.34	5,374.00	7,037.32	5,941.40	6,704.85	7,500
921.000	Fuel & Oil	1,978.70	2,117.93	2,512.13	2,146.27	1,066.14	4,000
930.000	Maintenance-Building	1,308.38	1,400.26	2,603.28	1,428.92	739.70	2,000
932.000	Maintenance-Equip.	72.86	673.52	974.91	721.52	1,870.58	1,000
933.000	Maintenance-Vehicles	1,288.94	3,015.91	2,091.73	173.21	788.60	3,000
955.000	Miscellaneous	421.17	320.94	-	58.49	45.90	100
973.000	Equipment	5,730.82	10,202.85	6,286.65	10,289.26	430.11	8,000
	Other		-	-			

2021 ANIMAL SERVICES

Department 101 - 350

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
972.001	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Total O & M	50,509.40	52,694.65	49,896.66	43,897.36	33,240.81	59,800
	Total Expenditures	143,198.36	142,940.45	238,342.55	228,063.08	198,607.09	212,487
970.000 970.000	CAPITAL						
	Capital Expense	67,790.62	17,991.86	31,320.65	14,440.04	-	-
	Capital Expense						
	Total Capital Expense	67,790.62	17,991.86	31,320.65	14,440.04	-	-
TOTAL EXPENDITURES And CAPITAL		210,988.98	160,932.31	269,663.20	242,503.12	198,607.09	
2021 ANIMAL SERVICES BUDGET EXPENDITURES AND CAPITAL						212,487	
		Girl Scouts Donate to the Lowell Animal Shelter					

2021 BUILDING SERVICES/CODE ENFORCEMENT

Department 101 - 740


1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	184,363.84	186,705.61	173,727.66	169,117.65	185,736.32	184,854
702.001	Overtime						600
702.002	Other				600.00	-	800
	Total Payroll	184,363.84	186,705.61	173,727.66	169,717.65	185,736.32	186,254
	HR Overhead						
715.001	Medicare	2,497.17	2,470.79	2,346.57	2,332.19	2,608.87	2,696
715.002	Social Security	10,677.55	10,564.73	10,033.57	9,972.14	11,155.17	11,529
715.003	Health Insurance	39,739.17	50,369.74	39,385.63	26,495.61	21,585.92	32,265
715.004	Retirement	26,134.30	27,289.88	25,703.95	25,375.69	28,565.35	28,488
716.000	Unemployment	784.11	360.00	917.10	680.00	917.83	1,120
717.000	Worker's Compensation	2,268.00	1,657.05	1,677.00	1,345.69	1,442.00	1,472
	Total HR Overhead	82,100.30	92,712.19	80,063.82	66,201.32	66,275.14	77,570
	Total HR Expenditures	266,464.14	279,417.80	253,791.48	235,918.97	252,011.46	263,824
	OPERATIONS & MAINTENANCE						
720.000	Credit Card Fees	-	-	-	-	125.00	
727.000	Supplies	2,117.98	8,154.18	9,628.61	6,588.37	1,154.63	8,000
729.000	Uniforms	226.15	120.44	398.43	1,290.82	1,875.07	1,000
835.000	Medical Expenses	345.00	-	230.00	-	45.00	300
855.000	Communications - Cell	3,847.09	4,643.05	5,192.95	2,751.89	1,998.94	2,000
861.000	Travel & Training	4,521.61	3,494.16	3,714.00	380.01	-	7,000
900.000	Dues & Subscriptions	6,369.48	1,703.00	1,083.29	1,395.00	1,483.00	2,500
901.000	Advertising/Public Rel.	-	-	-	-	-	-
921.000	Fuel & Oil	3,853.48	4,038.81	2,826.56	2,344.86	2,325.09	4,000
932.000	Maintenance-Equip.	-	-	-	-	3.93	500
933.000	Maintenance-Vehicles	5,166.08	1,504.18	873.95	934.61	2,001.00	4,000
955.000	Miscellaneous	765.00	85.00	485.78	13.70	300.00	1,000
973.000	Equipment	3,767.77	231.94	610.71	175.91	505.63	500
	Other						

2021 BUILDING SERVICES/CODE ENFORCEMENT

Department 101 - 740

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
972.001	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Total O & M	30,979.64	23,974.76	25,044.28	15,875.17	11,817.29	30,800
	Total Expenditures	297,443.78	303,392.56	278,835.76	251,794.14	263,828.75	294,624
970.000	CAPITAL						
970.000	Capital Expense	-	-	17,850.00	-	-	-
970.000	Capital Expense						
	Total Capital Expense	-	-	17,850.00	-	-	-
	TOTAL EXPENDITURES And CAPITAL	297,443.78	303,392.56	296,685.76	251,794.14	263,828.75	
	2021 BUILDING SERVICES BUDGET EXPENDITURES AND CAPITAL						294,624
 <p>EAST ELEVATION</p>							

2021 DISTRICT COURT

Department 101 - 140

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	92,498.68	97,695.41	102,438.61	95,877.43	101,674.70	100,070
702.001	Overtime						-
702.002	Other						400
	Total Payroll	92,498.68	97,695.41	102,438.61	95,877.43	101,674.70	100,470
	HR Overhead						
715.001	Medicare	1,270.70	1,338.32	1,405.40	1,324.25	1,410.91	1,457
715.002	Social Security	5,433.29	5,722.48	6,009.27	5,662.29	6,032.86	6,229
715.003	Health Insurance	15,258.30	15,644.52	16,274.71	16,121.10	16,008.30	16,330
715.004	Retirement	13,412.17	14,280.12	15,377.66	14,688.33	15,576.68	15,392
716.000	Unemployment	324.00	216.00	450.00	335.34	390.61	560
717.000	Worker's Compensation	77.00	63.93	60.00	92.85	49.00	50
	Total HR Overhead	35,775.46	37,265.37	39,577.04	38,224.16	39,468.36	40,018
	Total HR Expenditures	128,274.14	134,960.78	142,015.65	134,101.59	141,143.06	140,488
	OPERATIONS & MAINTENANCE						
727.000	Supplies	1,337.69	1,093.05	2,076.09	1,837.83	2,210.30	2,500
802.000	Professional Services	43,653.78	41,451.11	43,364.45	41,428.73	25,058.53	22,800
802.100	Court Attorney	-	-	-	-	15,376.00	-
861.000	Travel & Training	102.09	50.97	91.28	321.25	-	1,571
900.000	Dues & Subscriptions	1,047.80	927.42	1,261.65	716.87	1,427.53	1,000
930.000	Maintenance-Building	191.88	22.96	314.70	7,747.10	1,248.29	2,500
955.000	Miscellaneous		225.00	460.54	-	-	-
973.000	Equipment		476.16	-	-	-	-
	Total O & M	46,333.24	44,246.67	47,568.71	52,051.78	45,320.65	30,371
	Total Expenditures	174,607.38	179,207.45	189,584.36	186,153.37	186,463.71	170,859
	CAPITAL						
972.000	Capital Expense	-	-				
	Total Capital Expense	-	-				
	TOTAL EXPENDITURES And CAPITAL	174,607.38	179,207.45	189,584.36	186,153.37	186,463.71	
	2021 DISTRICT COURT BUDGET EXPENDITURES AND CAPITAL						170,859

2021 FIRE DEPARTMENT

Department 101 - 336


1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	878,234.02	929,177.47	1,368,208.69	1,494,554.57	1,327,344.88	1,484,798
702.001	Overtime						100,000
702.002	Other						11,000
	Total Payroll	878,234.02	929,177.47	1,368,208.69	1,494,554.57	1,327,344.88	1,595,798
	HR Overhead						
715.001	Medicare	12,289.82	12,987.60	18,993.53	20,732.85	22,499.58	23,067
715.002	Social Security	1,726.75	1,873.21	1,909.81	1,826.44	1,931.37	2,204
715.003	Health Insurance	108,396.81	117,509.75	220,924.15	241,670.77	250,836.58	249,735
715.004	Retirement	4,487.74	4,680.35	4,918.89	5,155.14	243,078.95	244,529
716.000	Unemployment	1,923.35	1,317.50	4,722.87	4,935.90	6,166.99	8,400
717.000	Worker's Compensation	19,577.00	21,405.94	17,900.00	13,887.51	25,937.00	26,460
	Total HR Overhead	148,401.47	159,774.35	269,369.25	288,208.61	550,450.47	554,395
	Total HR Expenditures	1,026,635.49	1,088,951.82	1,637,577.94	1,782,763.18	1,877,795.35	2,150,193
	OPERATIONS & MAINTENANCE						
727.000	Supplies	172.41	75.11	6.90	3,098.63	-	-
727.010	Supplies - Office	1,400.47	1,167.58	3,628.41	2,547.60	6,158.84	4,800
727.100	Supplies - Station	7,742.50	9,269.49	13,361.18	10,058.87	10,231.55	12,000
727.200	Supplies - Fire	1,347.19	3,632.70	3,251.18	3,432.78	30,446.97	31,000
727.250	Supplies - EMS	25,600.38	27,967.43	39,747.10	28,166.99	-	-
729.000	Uniforms	10,843.28	13,974.35	21,137.84	26,296.58	16,424.64	20,000
801.000	Contract Labor					-	-
802.000	Professional Services	82,127.88	23,185.06	26,082.77	33,082.67	34,529.76	27,000
835.000	Medical Expenses	1,955.08	7,856.46	5,405.16	8,131.83	13,142.00	12,000
836.000	Fire Prevention	428.09	1,188.29	1,032.63	671.05	111.23	2,000
837.000	Grant Expense					-	-
851.000	Communications - Cable	2,889.81	3,385.28	8,150.79	9,538.06	7,202.32	8,500
855.000	Communications - Cell	5,114.12	5,602.30	6,093.50	4,103.79	3,463.04	4,000
861.000	Travel & Training	18,686.64	21,065.79	31,350.44	35,424.85	34,638.82	40,000
900.000	Dues & Subscriptions	8,665.26	9,208.24	20,009.03	15,510.06	17,975.43	20,800
901.000	Advertising/Public Rel.	2,573.45	1,850.80	1,697.48	131.57	1,034.00	1,000
920.000	Utilities	10,371.55	11,650.70	20,843.81	17,264.26	18,933.99	22,000
921.000	Fuel & Oil	12,695.96	14,301.29	27,553.07	20,650.40	14,981.53	21,500
930.000	Maintenance-Building	29,071.07	3,718.16	10,771.70	5,222.11	7,636.54	5,000
932.000	Maintenance-Equip.	5,044.97	4,350.17	11,530.57	10,604.07	22,529.15	13,100
932.001	Maintenance-Radios	703.37	2,129.45	1,739.88	2,531.32	-	-
932.002	Maintenance-Fire Hyd.	4,393.12	4,516.41	4,831.72	-	5,158.43	5,500
932.003	Maintenance-Fire	1,726.22	4,785.20	6,943.03	2,602.45	-	-
932.004	Maintenance-EMS	359.49	-	26.37	241.41	-	-

2021 FIRE DEPARTMENT

Department 101 - 336	1/1/2021
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Department 101 - 336	1/1/2021
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Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
933.000	Maintenance-Vehicles	30,706.49	38,004.07	27,573.02	47,609.45	36,064.08	45,000
955.000	Miscellaneous	4,097.51	1,354.34	2,391.23	1,380.34	2,875.20	2,000
958.000	Lock Box Expense	4,539.75	1,195.00	2,390.00	4,715.99	3,459.11	5,000
973.000	Equipment	16,963.87	497.76	-	105.85	5,085.11	2,500
973.200	Equipment-Fire	69,072.52	69,306.22	85,314.75	83,986.00	90,246.50	60,000
973.250	Equipment-EMS	47,510.44	6,774.39	18,690.86	5,167.17	7,561.05	7,500
	Other		3,278.07	-	118.44	144.87	-
972.001	Total O & M	406,802.89	295,290.11	401,554.42	382,394.59	390,034.16	372,200
	Total Expenditures	1,433,438.38	1,384,241.93	2,039,132.36	2,165,157.77	2,267,829.51	2,522,393
	CAPITAL						
970.000	Capital Expense	33,546.26	31,198.78	-	521,156.07	970,185.25	-
970.000	Fire Station Project		666,231.51	1,128,903.79	-	-	-
	Total Capital Expense	33,546.26	697,430.29	1,128,903.79	521,156.07	970,185.25	-
	TOTAL EXPENDITURES And CAPITAL	1,466,984.64	2,081,672.22	3,168,036.15	2,686,313.84	3,238,014.76	
	2021 FIRE DEPARTMENT BUDGET EXPENDITURES AND CAPITAL						2,522,393
							
	Fire Department Fitness Room						

2021 INFORMATION SERVICES

Department 101 - 228

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	35,781.89	35,111.66	36,389.00	37,502.61	39,930.61	38,022
702.001	Overtime						-
702.002	Other						200
	Total Payroll	35,781.89	35,111.66	36,389.00	37,502.61	39,930.61	38,222
	HR Overhead						
715.001	Medicare	496.95	477.42	512.31	540.38	583.78	554
715.002	Social Security	2,124.89	2,041.39	2,190.58	2,310.60	2,496.16	2,370
715.003	Health Insurance	5,301.66	5,420.88	5,187.15	5,556.15	5,479.74	5,575
715.004	Retirement	5,188.39	5,132.40	5,918.22	5,791.34	6,227.72	5,856
716.000	Unemployment	108.00	72.00	150.00	150.00	186.51	280
717.000	Worker's Compensation	25.00	25.57	24.00	36.27	25.00	26
	Total HR Overhead	13,244.89	13,169.66	13,982.26	14,384.74	14,998.91	14,661
	Total HR Expenditures	49,026.78	48,281.32	50,371.26	51,887.35	54,929.52	52,883
	OPERATIONS & MAINTENANCE						
727.000	Supplies	315.72	337.32	1,011.77	591.19	-	600
729.000	Uniforms	-	-	-	186.36	-	200
802.000	Professional Services	32,810.00	39,599.53	39,173.01	43,075.50	71,507.90	46,500
854.000	Communications - ACIC	5,451.31	7,664.28	-	-	-	-
855.000	Communications - Cell	3,396.91	1,655.59	967.08	2,581.72	1,370.73	1,400
856.000	Communications - Inter	6,425.40	3,376.15	-	-	-	-
861.000	Travel & Training	417.47	-	1,504.88	1,990.00	-	-
900.000	Dues & Subscriptions	24,396.38	14,549.51	52,726.49	44,844.07	19,065.99	45,000
901.000	Advertising/Public Rel.	-	-	-	-	-	-
930.000	Maintenance-Building	2,899.40	8,477.42	1,248.46	177.29	3,068.95	2,000
931.000	Maintenance-Computers	24,697.96	29,957.63	30,597.61	15,066.93	123,550.61	20,000
932.000	Maintenance-Equip.	685.61	-	-	-	-	-
955.000	Miscellaneous	162.86	-	-	10.00	294.90	250
971.000	Computer Software	8,426.82	23,753.65	8,519.88	16,630.83	164.14	15,000
973.000	Equipment	4,964.57	703.89	60.93	326.97	14,159.35	500
		-	-	-	-	-	-
	Other						

2021 INFORMATION SERVICES

Department 101 - 228 1/1/2021

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Total O & M	115,050.41	130,074.97	135,810.11	125,480.86	233,182.57	131,450
	Total Expenditures	164,077.19	178,356.29	186,181.37	177,368.21	288,112.09	184,333
970.000	CAPITAL						75,000 -
	Capital Expense	35,492.45	23,003.30	7,736.13	-	-	
	Total Capital Expense	35,492.45	23,003.30	7,736.13	-	-	
	TOTAL EXPENDITURES And CAPITAL	199,569.64	201,359.59	193,917.50	177,368.21	288,112.09	
	2021 INFORMATION SERVICES BUDGET EXPENDITURES AND CAPITAL					259,333	

2021 MUSEUM

Department 101 - 804

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	6,734.94	15,079.19	15,853.96	1,549.80	-	
702.001	Overtime						
702.002	Other						
	Total Payroll	6,734.94	15,079.19	15,853.96	1,549.80	-	
	HR Overhead						
715.001	Medicare	97.66	218.65	229.88	22.47	-	
715.002	Social Security	417.57	934.91	982.95	96.08	-	
715.003	Health Insurance						
715.004	Retirement						
716.000	Unemployment	60.70	72.00	150.00	23.25	-	
717.000	Worker's Compension	25.00	12.79	12.00	18.52	-	
	Total HR Overhead	600.93	1,238.35	1,374.83	160.32	-	-
	Total HR Expenditures	7,335.87	16,317.54	17,228.79	1,710.12	-	-
	OPERATIONS & MAINTENANCE						
727.000	Supplies	1,153.88	1,541.43	1,750.00	465.69	-	-
801.000	Contract Labor	13,642.00	12,291.07	13,158.50	365.00	-	-
850.000	Communications	788.00	1,304.22	2,436.27	882.79	-	-
861.000	Travel & Training	604.51	927.34	893.55	-	-	-
880.004	Special Events	1,462.86	1,735.20	1,767.61	27.36	-	-
900.000	Dues & Subscriptions	461.00	461.00	623.00	-	-	-
901.000	Advertising/Public Rel.	522.00	440.89	2,145.38	437.00	-	-
920.000	Utilities	1,886.63	2,097.03	2,395.11	2,087.82	1,927.55	3,000
930.000	Maintenance-Building	1,761.85	1,102.50	596.03	299.89	183.43	4,000
932.000	Maintenance-Equip.	239.74	674.42	977.01	-	-	-
955.000	Miscellaneous	1,104.31	771.63	828.73	352.00	-	-
973.000	Equipment	1,404.64	305.49	558.03	-	-	-
	Other						

2021 MUSEUM

Department 101 - 804

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Total O & M	25,031.42	23,652.22	28,129.22	4,917.55	2,110.98	7,000
	Total Expenditures	32,367.29	39,969.76	45,358.01	6,627.67	2,110.98	7,000
970.000 970.000	CAPITAL						
	Capital Expense	-	-				
	Capital Expense						
	Total Capital Expense	-	-	-	-	-	-
	TOTAL EXPENDITURES And CAPITAL						
		32,367.29	39,969.76	45,358.01	6,627.67	2,110.98	
	2021 MUSEUM BUDGET EXPENDITURES AND CAPITAL						7,000

2021 PARKS

Department 101 - 751


1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	72,575.20	66,425.07	75,826.38	99,546.53	104,178.77	104,319
702.001	Overtime						1,000
702.002	Other						600
	Total Payroll	72,575.20	66,425.07	75,826.38	99,546.53	104,178.77	105,919
	HR Overhead						
715.001	Medicare	838.80	679.64	953.09	1,384.05	1,455.96	1,536
715.002	Social Security	3,586.53	2,906.05	4,075.28	5,917.99	6,225.49	6,567
715.003	Health Insurance	6,662.58	3,743.49	12,127.63	20,109.64	20,098.26	21,905
715.004	Retirement	8,564.58	6,942.37	10,135.64	15,250.49	15,960.23	16,227
716.000	Unemployment	340.66	168.88	386.37	530.00	600.01	840
717.000	Worker's Compensation	1,259.00	1,050.74	677.00	584.01	1,063.00	1,085
	Total HR Overhead	21,252.15	15,491.17	28,355.01	43,776.18	45,402.95	48,160
	Total HR Expenditures	93,827.35	81,916.24	104,181.39	143,322.71	149,581.72	154,079
	OPERATIONS & MAINTENANCE						
727.000	Supplies	1,023.32	2,299.11	1,963.80	1,176.76	1,755.32	2,000
728.000	Materials	111.10	-	-	-	-	-
729.000	Uniforms	1,944.93	963.06	1,546.00	3,537.08	2,981.34	3,000
801.000	Contract Labor	-	470.40	-	-	-	-
802.000	Professional Services	-	5,770.80	69.24	-	-	-
835.000	Medical Expenses	-	-	-	-	-	-
837.001	Trail Expenses	9,382.24	30,535.58	35,328.29	158,934.41	32,092.68	125,000
855.000	Communications - Cell				109.74		-
861.000	Travel & Training	98.00	-	-	177.00	-	-
880.000	Special Events	-	-	-	237.12	-	-
880.001	Special Events-Mudtown	36,979.85	39,678.12	38,105.60	100,198.74	-	-
900.000	Dues & Subscriptions	-	-	-	42.02	-	100
901.000	Advertising/Public Rel.	562.80	42.90	-	-	-	-
920.000	Utilities	8,267.85	7,696.82	6,943.13	7,770.58	6,599.93	8,500
921.000	Fuel & Oil	8,102.84	10,808.98	9,078.16	8,589.16	2,436.80	8,000
930.000	Maintenance-Building	1,805.54	5,705.23	506.87	4,778.08	220.11	5,000
932.000	Maintenance-Equip.	2,933.49	3,635.79	1,631.24	1,262.71	2,888.70	5,000
933.000	Maintenance-Vehicles	371.62	299.46	1,249.92	145.93	849.71	5,000
934.000	Maintenance-Fields	16,617.01	22,971.74	26,042.45	27,824.33	23,188.79	30,000
940.000	Machinery-Lease	270.45	361.69	1,047.34	171.00	57.00	5,000
940.010	Storage Rental	-	-	114.00	513.00	627.00	690
955.000	Miscellaneous			12.89	-	-	

2021 PARKS

Department 101 - 751

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
EXPENDITURES							
OPERATIONS & MAINTENANCE							
957.000	Signage	-	600.04	-	-	109.75	2,000
959.000	Park Pal Expense						
973.000	Equipment	227.00	1,160.72	4,066.77	628.99	593.68	4,500
	Other	40,019.03	-	11,942.50	83.85	12,057.36	
	Total O & M	128,717.07	133,000.44	139,648.20	316,180.50	86,458.17	203,790
	Total Expenditures	222,544.42	214,916.68	243,829.59	459,503.21	236,039.89	357,869
CAPITAL							
970.000	Capital Expense	24,457.77	6,960.00	108,310.86	26,794.12	-	-
970.000							-
	Total Capital Expense	24,457.77	6,960.00	108,310.86	26,794.12	-	-
TOTAL EXPENDITURES And CAPITAL		247,002.19	221,876.68	352,140.45	486,297.33	236,039.89	
2021 PARKS BUDGET EXPENDITURES AND CAPITAL							357,869
							
Northwest Arkansas Razorback Trail System							

2021 PLANNING AND ECONOMIC DEVELOPMENT

Department 101 - 742


1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	83,775.66	86,078.56	85,356.68	72,941.90	56,576.22	97,553
702.001	Overtime						-
702.002	Other						400
	Total Payroll	83,775.66	86,078.56	85,356.68	72,941.90	56,576.22	97,953
	HR Overhead						
715.001	Medicare	1,191.96	1,225.36	1,215.82	1,035.03	813.58	1,420
715.002	Social Security	5,096.68	5,239.47	5,198.67	4,425.61	3,478.77	6,073
715.003	Health Insurance	10,875.82	11,130.36	10,646.79	10,345.00	5,928.12	16,692
715.004	Retirement	12,147.64	12,581.63	12,825.25	11,303.40	8,777.79	14,915
716.000	Unemployment	216.00	144.00	300.00	230.00	198.28	560
717.000	Worker's Compensation	26.00	51.15	48.00	76.95	49.00	50
	Total HR Overhead	29,554.10	30,371.97	30,234.53	27,415.99	19,245.54	39,710
	Total HR Expenditures	113,329.76	116,450.53	115,591.21	100,357.89	75,821.76	137,663
	OPERATIONS & MAINTENANCE						
727.000	Supplies	918.38	441.29	1,116.12	485.04	26.35	850
802.000	Professional Services	121,559.50	98,924.04	184,781.75	29,074.12	40,770.79	75,000
803.000	Legal Publications	2,131.70	965.58	842.22	1,820.24	814.34	2,500
805.001	Planning Commission	-	-	-	-	-	-
835.000	Medical Expenses	-	-	-	-	-	-
836.001	Economic Development	2,743.71	8,750.46	5,868.96	409.10	1,917.69	20,000
855.000	Communications - Cell	929.10	572.84	480.12	880.01	720.00	720
861.000	Travel & Training	3,495.16	5,218.86	3,073.50	6,815.87	1,718.64	5,500
900.000	Dues & Subscriptions	5,858.90	5,963.90	5,973.89	6,688.90	6,315.34	5,820
901.000	Advertising/Public Rel.	-	-	-	-	-	-
955.000	Miscellaneous	-	-	-	-	-	-
971.000	Computer Software	-	-	-	-	-	500
973.000	Equipment	-	-	-	-	-	-
	Other						

2021 PLANNING AND ECONOMIC DEVELOPMENT

Department 101 - 742

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Total O & M	137,636.45	120,836.97	202,136.56	46,173.28	52,283.15	110,890
	Total Expenditures	250,966.21	237,287.50	317,727.77	146,531.17	128,104.91	248,553
972.000 972.000	CAPITAL						
	Capital Expense	-	-	-	-	-	
	Capital Expense	-	-	-	-	-	
	Total Capital Expense	-	-	-	-	-	
TOTAL EXPENDITURES And CAPITAL		250,966.21	237,287.50	317,727.77	146,531.17	128,104.91	
2021 PLANNING BUDGET EXPENDITURES AND CAPITAL						248,553	
							

2021 POLICE DEPARTMENT

Department 101 - 301

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	1,057,624.06	1,117,101.93	1,128,980.74	1,169,888.17	1,222,534.99	1,206,713
702.001	Overtime						42,700
702.002	Other				3144.88		14,100
	Total Payroll	1,057,624.06	1,117,101.93	1,128,980.74	1,173,033.05	1,222,534.99	1,263,513
	HR Overhead						
715.001	Medicare	14,663.84	15,539.36	15,700.56	16,282.41	17,041.26	18,100
715.002	Social Security	62,700.55	66,444.19	67,133.56	69,621.37	72,866.03	77,393
715.003	Health Insurance	169,589.38	173,088.05	185,687.34	185,543.76	172,607.29	189,990
715.004	Retirement	36,938.64	38,751.98	30,573.26	28,670.52	144,589.07	168,719
716.000	Unemployment	2,857.69	2,197.66	4,308.28	3,973.15	5,774.69	7,280
717.000	Worker's Compensation	10,331.00	11,398.88	10,799.00	7,658.61	9,917.00	10,120
	Total HR Overhead	297,081.10	307,420.12	314,202.00	311,749.82	422,795.34	471,602
	Total HR Expenditures	1,354,705.16	1,424,522.05	1,443,182.74	1,484,782.87	1,645,330.33	1,735,115
	OPERATIONS & MAINTENANCE						
727.000	Supplies	6,495.62	7,007.86	7,987.43	13,380.38	14,647.44	12,000
729.000	Uniforms	6,616.20	9,595.72	11,658.58	23,871.31	30,685.91	22,200
730.000	Postage	74.63	143.84	167.15	183.48	125.20	250
802.000	Professional Services	7,300.10	9,340.99	18,083.25	24,060.25	42,958.71	42,122
833.001	Canine Expenses	756.30	1,291.71	2,128.56	1,448.34	4,106.56	3,500
835.000	Medical Expenses	1,349.56	3,538.00	1,554.40	1,286.40	1,492.80	3,000
837.000	Grant Expenses	-	-	-	214.12	-	-
838.000	Prisoner Housing	3,463.61	3,708.60	3,340.56	4,779.50	3,437.20	6,000
855.000	Communications - Cell	9,420.08	8,216.08	13,778.44	15,630.21	15,370.86	23,108
861.000	Travel & Training	3,805.46	7,685.42	7,874.56	33,069.14	20,177.55	35,000
900.000	Dues & Subscriptions	680.00	766.80	100.00	600.00	995.00	760
901.000	Advertising/Public Rel.	400.95	2,451.55	150.20	343.28	-	1,000
920.000	Utilities	13,346.65	12,552.10	13,196.63	13,640.21	14,030.10	15,550
921.000	Fuel & Oil	32,520.99	38,920.44	51,036.31	54,282.51	46,869.47	53,000
930.000	Maintenance-Building	3,072.00	9,662.70	3,937.87	5,668.87	35,283.41	6,000
932.000	Maintenance-Equip.	2,851.38	2,807.81	4,147.12	1,584.36	1,540.39	5,000
933.000	Maintenance-Vehicles	18,078.40	15,192.87	33,338.45	56,437.56	46,181.68	21,000
955.000	Miscellaneous	335.81	38.67	38.67	102.24	466.59	500
971.000	Computer Software	-	-	-	-	-	7,500
973.000	Equipment	21,194.06	20,215.20	29,740.38	30,386.46	153,669.00	22,812

2021 POLICE DEPARTMENT

Department 101 - 301

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
972.001	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Other						
	Total O & M	131,761.80	153,136.36	202,258.56	280,968.62	432,037.87	280,302
	Total Expenditures	1,486,466.96	1,577,658.41	1,645,441.30	1,765,751.49	2,077,368.20	2,015,417
970.000	CAPITAL						
970.000	Capital Expense	121,328.83	83,819.00	129,614.65	103,367.79	172,997.60	192,950
970.000	Capital Expense						-
	Total Capital Expense	121,328.83	83,819.00	129,614.65	103,367.79	172,997.60	192,950
	TOTAL EXPENDITURES And CAPITAL	1,607,795.79	1,661,477.41	1,775,055.95	1,869,119.28	2,250,365.80	
	2021 POLICE DEPARTMENT BUDGET EXPENDITURES AND CAPITAL						2,208,367

2021 GENERAL FUND TRANSFERS OUT

Department 999 - 999

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	GENERAL FUND TRANSFERS OUT						
999.000	To Street Department	30,000.00	30,000.00	55,387.27	104,298.00	11,000.00	40,000
999.001	City Sales Tax To SF	1,352,787.51	1,163,514.10	1,254,121.11	1,553,719.12	1,883,236.13	1,400,000
999.002	State Turnback To SF						
999.020	County TB To SF	131,558.65	138,080.25	145,202.74	-	-	-
999.022	County TB To LOPFI	18,254.14	19,632.77	20,755.74	-	-	-
999.023	County TB To TIF	384,096.22	475,562.43	552,124.12	-	-	-
999.034	To G Fund Reserve						
999.038	To Franchise Fee Fund	234,000.00	235,000.00	235,000.00	235,000.00	235,000.00	235,000
999.039	To Utilities Fund	206,927.00	180,140.00	176,561.00	160,000.00	-	-
999.045	To J.B. Hunt Sr. Center	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	8,000
	To Permit Funds	-	-	-	-	29,693.34	-
		-	-	-	-		
	Total Transfers Out	2,365,123.52	2,249,429.55	2,446,651.98	2,060,517.12	2,166,429.47	

2021 GENERAL FUND TRANSFERS OUT

1,683,000

City of Lowell

Street Department



Street Fund

Revenues

2021 STREET FUND REVENUES

Department 202 - 000

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	REVENUES						
421.000	County Turnback	131,558.65	138,080.25	145,202.74	156,905.85	165,027.30	157,000
422.000	State Turnback	335,350.16	347,166.02	344,610.71	348,817.74	373,650.88	360,000
436.000	City Sales Tax	1,352,787.51	1,163,514.10	1,254,121.11	1,553,719.12	1,883,236.13	1,400,000
436.001	AR Street Sales Tax	148,658.64	156,868.20	168,571.88	176,525.78	179,469.57	172,000
665.000	Interest		41.25	343.93	1,809.27	1,425.79	
665.032	FS Checking Interest	3,178.00	3,838.47	8,884.87	11,170.95	6,354.70	1,000
665.034	Interest - CD Revenue	2,535.29	6,638.84	16,661.05	17,924.86	11,697.22	
671.000	Miscellaneous	2,062.00	9,247.77	151.00	0.01	32.02	
674.200	Donations				500,000.00	-	
693.000	Fixed Asset - Sale	-	3,500.00	3,512.97	-	-	
695.000	Project Reimbursement	192,096.31	91,081.72	28,336.56	2,204,477.14	2,723,809.29	-
	Transfer In - Escrow				243,057.15	1,567,408.43	
699.000	Transfer In - GF	30,000.00	30,000.00	55,387.27	104,298.00	10,000.00	40,000
	Grants						-
	Other	215.60	-	3,454.32	-	-	
	Street Fund Reserves						-
	TOTAL REVENUES	<u>2,198,442.16</u>	<u>1,949,976.62</u>	<u>2,029,238.41</u>	<u>5,318,705.87</u>	<u>6,922,111.33</u>	
	2021 STREET FUND REVENUES					2,130,000	

Street Fund

Expenditures

2021 STREET DEPARTMENT

Department 202 - 202

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	288,121.16	274,595.66	267,270.87	311,028.40	287,135.60	387,338
702.001	Overtime						10,000
702.002	Other						1,800
	Total Payroll	288,121.16	274,595.66	267,270.87	311,028.40	287,135.60	399,138.00
	HR Overhead						
715.001	Medicare	4,029.89	3,535.52	3,583.95	4,344.34	4,049.98	5,787
715.002	Social Security	17,231.20	15,117.42	15,324.46	18,575.82	17,317.17	24,747
715.003	Health Insurance	45,203.15	44,218.39	46,060.04	53,305.89	43,276.78	76,075
715.004	Retirement	41,777.63	36,008.97	38,710.59	47,723.15	44,209.87	61,148
716.000	Unemployment	893.93	611.95	1,088.37	1,016.79	1,366.57	2,520
717.000	Worker's Compensation	-	9,054.61	7,267.00	5,186.67	8,691.00	8,865
	Total HR Overhead	109,135.80	108,546.86	112,034.41	130,152.66	118,911.37	179,142
	Total HR Expenditures	397,256.96	383,142.52	379,305.28	441,181.06	406,046.97	578,280
	OPERATIONS & MAINTENANCE						
727.000	Supplies	8,712.00	1,591.28	2,287.86	3,533.16	1,843.88	6,000
728.000	Materials	7,299.10	8,020.53	8,616.52	14,182.87	8,148.33	20,000
729.000	Uniforms	6,914.61	7,660.78	6,244.75	9,503.41	10,313.85	12,500
801.000	Contract Labor	-	-	-	-	6,120.59	-
802.000	Professional Services	195.38	2,714.62	-	-	-	2,000
803.000	Legal Publications	27.00	696.87	621.02	534.67	99.82	500
835.000	Medical Expenses	906.39	460.00	160.00	230.00	240.00	500
855.000	Communications - Cell	3,094.25	2,557.14	2,697.82	2,033.57	1,485.70	1,500
861.000	Travel & Training	3,389.75	1,651.97	559.76	95.00	1,240.25	7,000
900.000	Dues & Subscriptions	-	-	-	-	-	500
901.000	Advertising/Public Rel.	668.92	497.24	-	-	-	500
920.000	Utilities	66,751.57	65,820.20	65,485.45	65,327.20	70,498.94	80,000
921.000	Fuel & Oil	13,877.14	16,783.99	16,701.10	23,893.65	22,602.38	22,500
930.000	Maintenance-Building	6,407.12	3,640.07	1,239.41	590.70	1,530.60	10,000
932.000	Maintenance-Equip.	31,441.82	10,623.85	25,157.37	14,984.97	19,511.26	30,000
933.000	Maintenance-Vehicles	8,918.70	11,950.49	7,898.43	12,581.24	4,873.17	20,000
935.000	Maintenance-Streets	270,421.67	254,756.32	255,426.08	231,085.11	240,111.09	450,000
940.000	Machinery - Lease	413.37	1,550.50	1,633.40	780.50	-	10,000
955.000	Miscellaneous	102.38	19.89	46.00	-	-	-
957.000	Signage	22,939.68	22,041.87	6,175.53	36,055.21	4,978.31	15,000
973.000	Equipment	5,357.60	6,200.15	5,148.10	152.71	2,956.07	3,000

2021 STREET DEPARTMENT

Department 202 - 202

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
972.001	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
	Other	648.50	-	-	-	-	
	Debt Service						
	Total O & M	458,486.95	419,237.76	406,098.60	415,563.97	396,554.24	
	Total Expenditures	855,743.91	802,380.28	785,403.88	856,745.03	802,601.21	1,269,780.00
935.001 935.041 935.043 935.046 935.048 935.050	PROJECTS						860,220
	Miscellaneous Projects	77,451.17	42,181.00	64,603.00	5,634.38	333,896.03	
	Mt. Hebron	-	292,321.97	163,794.98	-	-	
	Zion Road Project	-	-	21,397.75	85,384.60	27,317.50	
	Dixieland South Ext.	156,316.03	130,176.58	836,427.80	2,456,013.81	2,977,893.57	
	Bellview Street	-	-	35,481.50	18,176.25	165,929.09	
	N. Goad Springs Road	-	-	205,775.31	441,885.09	1,560,472.48	
	Other	861,888.29	-	677,771.11	-	-	
	Total Project Expense	1,095,655.49	464,679.55	2,005,251.45	3,007,094.13	5,065,508.67	
970.000 970.000	CAPITAL						-
	Capital Expense	99,247.37	169,266.27	122,019.62	12,410.72	157,226.08	
	Total Capital Expense	99,247.37	169,266.27	122,019.62	12,410.72	157,226.08	
	TOTAL EXPENDITURES And CAPITAL	2,050,646.77	1,436,326.10	2,912,674.95	3,876,249.88	6,025,335.96	
2021 STREET DEPARTMENT BUDGET EXPENDITURES AND CAPITAL						2,130,000	

City of Lowell

Utilities (S.T.E.P.) Fund



Utilities (S.T.E.P.) Fund

Revenues

2021 UTILITIES (STEP) FUND REVENUES

Department 590 - 000

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	REVENUES						
608.001	Sewer Hook Up Fees	379,900.00	150,000.00	38,000.00	7,500.00	-	-
615.000	STEP User Fees	120,657.20	141,237.74	149,369.05	150,512.93	152,880.17	148,800
615.002	Service Order Deposit				71,453.71	244.00	-
615.003	Service Order Fees	4,039.00	3,268.00	2,040.00	1,847.00	2,312.00	1,000
665.000	Interest		27.71	339.82	324.61	632.60	-
671.000	Miscellaneous	535.00	-	98.79	14,419.05	1,931.00	-
687.000	Refund	171.80	-	-	-	-	-
699.031	Transfer In - GF	206,927.00	180,140.00	176,561.00	160,000.00	-	-
	Transfer In - Cross Ck				256,554.70	-	-
	STEP Reserves						112,625
	TOTAL REVENUES	<u>712,230.00</u>	<u>474,673.45</u>	<u>366,408.66</u>	<u>662,612.00</u>	<u>157,999.77</u>	
	2021 UTILITIES (STEP) FUND REVENUES						262,425

Utilities (S.T.E.P.) Fund

Expenditures

2021 UTILITIES (S.T.E.P.) DEPARTMENT

Department 590 - 590

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	HUMAN RESOURCES						
	Payroll						
702.000	Salaries & Wages	119,920.86	118,224.20	126,451.28	109,219.25	107,997.84	106,175
702.001	Overtime						2,500
702.002	Other						400
	Total Payroll	119,920.86	118,224.20	126,451.28	109,219.25	107,997.84	109,075
	HR Overhead						
715.001	Medicare	1,698.34	1,635.54	1,753.25	1,526.77	1,514.48	1,582
715.002	Social Security	7,261.89	6,993.34	7,496.62	6,528.24	6,475.68	6,763
715.003	Health Insurance	17,732.07	24,232.88	23,543.77	17,484.42	16,008.30	16,330
715.004	Retirement	17,388.64	17,303.81	18,888.44	16,732.26	16,545.12	16,710
716.000	Unemployment	324.00	224.50	468.12	371.16	308.00	560
717.000	Worker's Compension	1,492.00	1,613.23	1,583.00	1,083.20	1,084.00	1,106
	Total HR Overhead	45,896.94	52,003.30	53,733.20	43,726.05	41,935.58	43,051
	Total HR Expenditures	165,817.80	170,227.50	180,184.48	152,945.30	149,933.42	152,126
	OPERATIONS & MAINTENANCE						
727.000	Supplies	2,425.14	2,574.47	961.10	1,832.13	1,452.43	2,800
728.000	Materials	3,251.54	2,890.97	8,516.65	1,154.36	7,681.41	3,800
729.000	Uniforms	1,903.69	1,614.15	1,705.15	583.80	265.99	1,000
801.000	Contract Labor		3,425.71	10,051.41	-	-	
802.000	Professional Services	23,170.69	9,368.79	59.95	9,261.49	14,807.20	20,000
803.000	Legal Publications	52.00	181.62	849.40	-	-	200
806.000	STEP Treatment Plant	7,080.00	8,709.63	8,650.00	14,479.05	6,550.00	12,000
806.001	STEP Installation	352,183.72	160,402.14	14,315.45	1,700.00	-	-
835.000	Medical Expenses	372.16	-	440.87	191.00	-	300
837.002	Storm Water	7,203.37	7,779.32	17,207.89	23,116.73	39,831.80	20,000
855.000	Communications - Cell	2,673.31	2,668.05	2,810.02	1,952.19	1,450.33	2,000
861.000	Travel & Training	3,761.84	2,379.36	3,038.71	3,820.79	2,036.95	4,000
900.000	Dues & Subscriptions	1,756.29	1,214.95	2,322.00	2,873.99	3,060.39	3,500
920.000	Utilities	7,482.13	8,349.70	8,772.57	10,075.52	11,455.09	9,000
921.000	Fuel & Oil	4,076.26	4,692.36	4,718.93	3,038.34	2,498.09	4,800
930.000	Maintenance-Building	280.15	34.88	237.65	15.77	81.18	1,200
932.000	Maintenance-Equip.	2,124.77	1,975.96	1,135.62	445.20	2,052.10	5,000
933.000	Maintenance-Vehicles	1,152.12	1,001.15	1,762.72	929.14	1,289.14	5,000
934.010	Maint.-Weatherton	5,466.67	2,149.34	3,419.22	24,984.54	4,440.29	5,000
934.020	Maint.-Tuscan	1,132.96	7,982.12	1,167.48	1,309.05	1,951.38	5,000
934.030	Maint.-Meadowland	689.63	790.68	1,075.07	95.87	81.93	2,500
940.000	Machinery - Lease						1,200

2021 UTILITIES (S.T.E.P.) DEPARTMENT

Department 590 - 590

1/1/2021

Account Number	Account Description	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
	EXPENDITURES						
	OPERATIONS & MAINTENANCE						
955.000	Miscellaneous	546.76	1,222.25	693.54	246.28	2,225.78	800
957.000	Signage	16.41	26.89	13.45	-	-	200
973.000	Equipment	2,586.16	4,052.76	1,130.03	472.25	752.69	1,000
	Other			200,000.00	57,766.00	-	
972.001	Debt Service						
	Total O & M	431,387.77	235,487.25	295,054.88	160,343.49	103,964.17	110,300
	Total Expenditures	597,205.57	405,714.75	475,239.36	313,288.79	253,897.59	262,426
	CAPITAL						
970.000	Capital Expense	60,346.90	37,890.99	18,884.00	-	-	-
970.000							
	Total Capital Expense	60,346.90	37,890.99	18,884.00	-	-	-
	TOTAL EXPENDITURES And CAPITAL	657,552.47	443,605.74	494,123.36	313,288.79	253,897.59	
	2021 UTILITIES DEPARTMENT BUDGET EXPENDITURES AND CAPITAL						262,426

Restricted

Special Revenue Funds

2021 Restricted Funds

Fund Number	Fund Name	Revenues	Expenses
203	Education Act 474	\$ 3,000	\$ 3,000
204	Fire Act 833	\$ 18,500	\$ -
205	Fire Impact Fee	\$ 75,000	\$ 206,000
206	Fire Reserve	\$ 44,000	\$ 44,000
207	Administration of Justice	\$ 950,000	\$ 950,000
208	Warrant Service	\$ 25,000	\$ 26,000
211	J A G (LLEBG)	\$ 4,200	\$ 4,200
213	Equitable Sharing	\$ -	\$ -
214	J. B. Hunt Sr. Activity Center	\$ 8,000	\$ 8,000
215	Court Automation	\$ 24,000	\$ 15,000
595	Sewer Accounts	\$ 100,000	\$ 100,000
617	Liability Insurance	\$ 45,000	\$ 54,000
701	Escrow Accounts	\$ 200	\$ -
731	LOPFI	\$ 600,000	\$ 600,000
950	Improvement Bond	\$ 235,000	\$ 235,000
951	TIF Bond	\$ 675,000	\$ 675,000
955	Advertising & Promotions Commission	\$ 408,000	\$ 405,109

Note - The seventeen (17) minor funds listed above have limited transactions during the year that vary widely from year to year; thus, these seventeen (17) funds are not included in the budget process. Expenditures out of Restricted Funds are limited by State and Federal requirements, and are unpredictable in nature. Due to the unpredictable nature of Restricted Funds, adjustments to these Budget numbers are usually necessary at the end of each Budget year.

Debt

Information

City of Lowell Debt Obligations

The City of Lowell currently has one outstanding Bond issue. In October 2010 the City issued Capital Improvement Bonds in the amount of \$2,860,000 in order to refund the Capital Improvement Revenue Bonds, Series 2005, and to finance additional wastewater and recreational improvements. Under the laws of the State of Arkansas cities are authorized to issue bonds utilizing the pledge of Franchise tax collections for Capital Improvement Bonds. These types of bond issues are not general obligations of the city involved, but are special obligations secured and payable by the tax levied. While there is no limit, other than market forces, these types of bonds must mature as such time, or times not to exceed 40 years from their respective issuance dates. The State of Arkansas does have a statutory limit on the principal amount of general obligation debt a city may carry. The limit for a municipality in Arkansas is 25% of the total assessed value for tax purposes of real and personal property as determined by the last tax assessment; however, the current bonds issue of the city does not count against that debt limit due to the fact that the debt is not a general obligation of the city, but is secured by a pledge and first lien on the revenues derived by the dedicated tax. The last assessment put assessed values at \$166,038,570 making the city's debt limit \$41,509,642.

The Capital Improvement Bonds utilize a portion of the franchise tax collections for payment of the bond; therefore, that portion of the franchise tax that is scheduled to be utilized for bond repayment during the year is listed in the General Funds, Transfers - Out section of the Budget during the budgeting process each year.

Capital Improvement Revenue Bonds Series 2010

The Capital Improvement Revenue Bonds, Series 2010 were issued in order to refund the Series 2005 Capital Improvement Bonds. The 2005 Bonds were issued in order to finance wastewater improvements and the acquisition of land for park and recreational purposes and the construction of park and recreational improvements. Plans are for the City to refund the existing Bonds associated with this Issue, and Issue new Bonds in early 2021 for the expansion of sewer improvements in the western part of Lowell and for Park improvements. Early estimates are that the Issue would produce around \$4.5 million in funding with a twenty – five (25) year life and rates in the 2.5% to 3% range. The Bonds are secured by and payable from the franchise fees charged to public utilities for the privilege of using the streets, highways, and other public places in the City.

Capital Improvement Revenue Bonds Series 2010

Balance at December 31, 2020 \$1,250,735

Debt Service Schedule for the Capital Improvement Revenue Bonds Series 2010:

Interest Rate	Maturity	Principal	Amount
		Paid	Remaining
			\$1,250,735
3.55%	6/1/2021	\$165,000	\$1,370,000
3.65%	6/1/2022	\$175,000	\$1,195,000
3.70%	6/1/2023	\$180,000	\$1,015,000
3.80%	6/1/2024	\$190,000	\$ 825,000
3.90%	6/1/2025	\$195,000	\$ 630,000
4.00%	6/1/2026	\$345,735	\$ 000

Short Term Debt

Balance at December 31, 2019 \$ 0

Cities in the State of Arkansas are allowed under Amendment 78 to obtain short term debt, not to exceed 5 years, in order to finance short term needs. Generally short - term debt is utilized to finance vehicles for the Police Department, vehicles and equipment for the Fire Department, financing of facilities, financing of smaller street projects, and **would be included** as debt repayment in each year's budgeting process. At December 31, 2020 the City of Lowell did not have any short - term debt obligations outstanding.

Performance

Metrics

Performance Metrics

1/1/2021

Department Division	2017 Actual	2018 Actual	2019 Actual	2020 Actual
GENERAL FUND				
Administration				
Sales Tax Collections	\$ 4,847,945	\$ 5,324,615	\$ 6,219,982	\$ 7,305,116
Franchise Tax Collections	\$ 488,544	\$ 550,089	\$ 516,245	\$ 548,675
Property Tax Collections	\$ 726,831	\$ 764,397	\$ 826,001	\$ 868,828
Alcohol Permits/Fees	\$ 7,939	\$ 7,097	\$ 8,472	\$ 8,192
Business Licenses	\$ 63,128	\$ 64,921	\$ 70,929	\$ 73,410
Directory Advertising	\$ 2,750	\$ 2,550	\$ 1,025	\$ 150
Total City Human Resource Cost	\$ 4,257,466	\$ 4,951,201	\$ 5,159,466	\$ 5,645,276
Total Number of City employees	79	91	91	87
Average HR Cost /City Employee	\$ 53,892	\$ 54,409	\$ 56,697	\$ 64,888
H Resource Cost/Total Expenditures	40.9%	52.0%	55.2%	49.6%
Animal Services				
Calls Answered	922	887	667	473
Citations Issued	277	249	138	0
Citation Issued/Call Percentage	30%	28%	21%	0%
Wild Animals Captured	157	166	113	105
Animals Captured	445	425	297	236
Animals Returned	238	255	201	80
Animals Returned Rate	53%	60%	68%	34%
Animals Adopted	100	93	64	45
Adoption Revenue	\$ 4,963	\$ 5,093	\$ 6,160	\$ 2,410
Building Services/Inspections/Planning				
Residential Permits	98	85	127	103
Residential Valuation	\$ 49,826,818	\$ 27,473,350	\$ 35,564,781	\$ 28,426,052
Commercial Permits	17	13	17	3
Commercial Valuation	\$ 58,615,422	\$ 39,824,134	\$ 10,940,081	\$ 3,136,100
Inspections	2,620	3,314	3,580	4,045
Permit Fee Revenue	\$ 560,781	\$ 599,741	\$ 488,265	\$ 285,441
Planning Fee Revenue	\$ 16,300	\$ 8,950	\$ 11,000	\$ 11,600
District Court				
Revenue from Fines	\$ 439,676	\$ 438,702	\$ 441,374	\$ 366,566
Criminal				
Misdemeanor	1225	1299	1370	1023
Local Ordinance	736	783	769	427
Traffic				
Traffic Violations	1675	2272	1964	1585
DWI Violations	86	93	72	89

Performance Metrics

1/1/2021

Department Division	2017 Actual	2018 Actual	2019 Actual	2020 Actual
GENERAL FUND PUBLIC SAFETY				
Fire Department				
EMS Responses				
City	582	635	553	518
Rural	210	185	168	152
Total	792	820	721	670
Fire Responses				
City	160	206	238	284
Rural	133	128	123	104
Total	293	334	361	388
Fire Department Expenditures	\$ 1,415,441	\$ 2,039,132	\$ 2,165,158	\$ 2,558,109
Cost per Response Call	\$ 1,305	\$ 1,767	\$ 2,001	\$ 2,418
Number of Employees	18	30	30	30
Average HR Cost /Employee	\$ 60,497	\$ 54,586	\$ 59,425	\$ 72,269
Police Department				
Response Calls	7165	7336	7756	7157
Citations Written	2810	3289	3727	2961
Warrants Served	780	748	840	668
Police Department Expenditures	\$ 1,661,477	\$ 1,645,441	\$ 1,765,751	\$ 2,077,368
Cost per Response Call	\$ 232	\$ 224	\$ 228	\$ 290
Number of Employees	26	26	26	26
Average HR Cost /Employee	\$ 54,789	\$ 55,507	\$ 57,107	\$ 63,282
SPECIAL REVENUE FUNDS				
Street Department				
Maintenance Dollars Spent	\$ 254,756.32	\$ 265,676.00	\$ 231,085.11	\$ 240,111.00
Project Dollars Spent	\$ 464,679.55	\$ 2,005,251	\$ 3,007,094	\$ 5,065,509
Equipment Purchases	\$ 169,266	\$ 122,020	\$ 12,411	\$ 157,226
Number of Employees	9	9	9	9
Average HR Cost /Employee	\$ 42,571	\$ 42,145	\$ 49,020	\$ 45,116
Utilities (S.T.E.P) Department				
Units Installed	17	5	1	0
Total Units	298	303	304	304
Usage Fees Collected	\$ 141,238	\$ 149,369	\$ 150,513	\$ 152,880
System Maintenance Costs	\$ 12,933	\$ 15,552	\$ 27,544	\$ 15,607
Number of Employees	3	3	2	2
Average HR Cost /Employee	\$ 56,743	\$ 60,061	\$ 76,473	\$ 74,967

Glossary

City of Lowell

Glossary

A.

Accounting System – The total structure of records and procedures that discover, record, classify, and report information of the financial position and operations of a governmental unit.

Accrual Basis of Accounting – A basis of accounting under which revenues are recognized in the fiscal period in which they are earned, regardless of when they are received, and expenses are recognized in the fiscal period in which they are incurred, regardless of when they are paid.

ACH – Automated Clearing House, which is a banking network that coordinates electronic payments and automated money transfers without using paper checks, wire transfers, credit card networks, or cash.

ACIC – Arkansas Crime Information Center

Appropriation – An authorization granted by a legislative body, such as a City Council, that allows the City to incur obligations and make expenditures, usually within a specified period of time.

Advertising and Promotions Commission – A board created by the legislative body, City Council, and appointed to service by the Mayor which collects specific taxes for the purpose of advertising and promoting the City to add to the economic growth of the City.

B.

Balanced Budget – A financial operating plan where the current revenues of the budget year are sufficient to meet the current expenditures of the budget year without any reliance on the Unreserved Fund Balance.

Basis of Accounting – The standards used to determine revenue and expense recognition, usually either cash basis, accrual basis, or a modification of these.

Bond – A written promise to pay a specified sum of money at a specified date or date in the future together with periodic interest. Similar to a note, but for a longer period of time and with greater legal formality.

Budget – A financial operating plan embodying an estimate, or projection, of proposed expenditures, and the means of financing them to provide services to the residents of the City.

Budget Document – The formal document compiled by the City and approved by the City Council to present a comprehensive financial planned program for a calendar year.

Budget Message – A general discussion of the proposed yearly budget as presented by the Mayor of a City to the legislative body and City citizens. It contains an explanation of the overall budget items and financial policies set out for the upcoming budget year.

Budgetary Control – The management of a governmental unit or enterprise in accordance with the approved budget to ensure that expenditures do not exceed the available appropriations and revenues.

C.

CAFR – Comprehensive Annual Financial Report, a set of governmental financial statements comprising the financial report of a governmental entity.

Capital Budget – A plan of proposed capital outlays for the budget term. May be a part of the operating budget, but address items whose value to the City will extend beyond the budget year.

Capital Outlay – Expenditures that result in the acquisition of, or addition to, fixed assets

City Charter – The document that incorporates the City and establishes the governmental structure of the City.

City Council – The eight (8) elected members representing distinct areas of the City that act together to create policies and decisions for the City. Also known as the legislative body of a City.

County Turn Back – Property tax collected by the County and distributed to the City.

Current Assets – Assets that are normally consumed or exhausted within one fiscal year.

Current Funds – Funds of which the resources may be expended for operating purposed during the current fiscal year.

Current Liabilities – Liabilities payable within one year and short - term debt not relating to capital projects.

D.

Debt – Funds owed, may include bonds, notes, or short - term bank financing

Debt Limit – The maximum amount of gross debt that is legally permitted.

Debt Service – The amount of funds allocated within the yearly budget to service short – term debt.

Deficit – The excessive of expenditures over related revenues within an accounting period

Department – A major organizational unit of the City that indicates management responsibility for one or more activities.

Donations – Funds given to the City usually for a specific purpose or purchase.

E.

Encumbrance – The commitment or reservation of appropriated funds for a specific purpose.

Escrow – Funds reserved and invested for a specific purpose or project until such time as the project takes place.

Expenditures – Obligations that arise when liabilities are incurred; the cost of goods and services received whether paid or unpaid including expenses and capital outlays

Expenses – Charges incurred, whether paid or unpaid, for operations, maintenance, interest, and other charges that benefit the current fiscal period.

F.

Fixed Assets – Assets that are intended to be in usage for at least two (2) years and have an acquisition cost of over \$2,500; also known as Capital Assets

Franchise Fee – A fee paid to the City by utility companies for the use of public property and right – of -way in providing services to residents.

FMV – Fair Market Value.

Fund – A fiscal and accounting entity with a self – balancing set of accounts which are segregated for the purpose of carrying out specific activities or attaining certain objectives.

Fund Accounting – An accounting system organized on the basis of funds, each of which is considered a separate accounting entity.

Fund Balance – The portion of Fund Equity available for appropriation.

Fund Equity – The excess of fund assets and resources over fund liabilities which may be reserved or designated for usage.

G.

GASB – Governmental Accounting Standards Board

General Fund – All transactions of a governmental unit that are not accounted for in a special, enterprise, trust, debt service, or capital projects fund. Supplies the usual and ordinary operations of a governmental unit financed by taxes and other general revenues.

Governmental Accounting – The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of a governmental unit.

Governmental Fund – a generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds.

Grant – A contribution by one governmental unit to another unit, usually to aid in the support of a specified function, activity, or project.

H.

Human Resources – The costs associated with compensation of employees for their labor, including but not limited to salaries, wages, employer taxes, employer paid insurance, and worker's compensation.

I.

Infrastructure – Roads, bridges, curb and gutter, streets, sidewalks, drainage systems, and lighting systems provided by the governmental entity and installed and maintained for the common good of the citizens.

Investments – Funds held for the production of income.

J.

JAG – Justice Assistance Grant, a grant generally given for the purchase of Police equipment

L.

Liabilities – Debts or legal financial obligations arising from events or transactions in the past that must be paid or otherwise settled in the future.

Line Item Budget – A detailed expense or expenditure proposal broken down by a numerical accounting classification.

Long – Term Debt – Liabilities that are due or require settlement or payment in a subsequent fiscal period greater than one year.

LOPFI – Arkansas Local Police and Fire Retirement System

M.

Maintenance – The upkeep of physical properties in condition for usage or occupancy.

Modified Cash Basis – An accounting method that combines elements of both cash and accrual accounting. It records sales and expenses for long – term assets on an accrual basis and short – time assets on a cash basis.

MSA – Metropolitan Statistical Area

Municipal – Denotes a City, town, or village as the form of local government.

O.

Ordinance – A formal legislative enactment by the governing body of a municipality which becomes a law of the City.

P.

Part – Time – Classification of an employee that is scheduled to work less than thirty - eight (38) hours per week.

Property Tax – Revenues received by a municipality arising from ownership of property, either real or personal, based on value and the tax rate.

Professional Services – Services purchased by the City for legal, accounting, and medical purposes.

Prudent Person – A legal maxim restricting decisions on investments to those that a prudent person would use in the investment of their own funds.

R.

Reserve – An account that records a portion of fund equity that is segregated for some future use.

Revenue – Fund financial resources received as income.

S.

SAFER – Staffing for Adequate Fire and Emergency Response.

Street Fund – A special revenue Fund restricted to usage of its funds for roads, drainage, and sidewalks.

Special Revenue Fund – a fund used to account for revenues from specific taxes or other earmarked revenue sources that are designated to finance particular functions or activities of government.

S.T.E.P. -Septic Tank Effluent Pumped

Surplus – An obsolete accounting term that implies income greater than expenses in a governmental fund.

T.

Transfers – In – The receipt of transfer of funds from one fund to another fund, usually for a specific funding purpose.

Transfers – Out – The expensing of the transfer of funds from one fund to another for a specific funding purpose.

U.

Unreserved Fund Balance – Funds that may be utilized at the discretion of the governing board.

Unrestricted Reserves – Funds established to account for assets or resources that may be utilized at the discretion of the legislative body.

Utilities Fund – A special revenue fund established to account for the revenues and expenditures of a centralized sewer system servicing three subdivisions in the City.

Aerial View of Lowell City Hall, Fire Station # 1, Courts and Police Station

